TECHNICAL MANUAL

TECHNICAL ORDER
DISTRIBUTION SYSTEM

Prepared By: Automated Technical Order System (ATOS)

THIS PUBLICATION SUPERSEDES TO 00-5-2, DATED 31 MAY 1999.

THIS PUBLICATION HAS BEEN EXTENSIVELY REWRITTEN, THEREFORE REVISION BARS HAVE BEEN OMITTED.

<u>DISTRIBUTION STATEMENT</u> - Approved for public release; distribution is unlimited.

Published under authority of the Secretary of the Air Force

1 APRIL 2000

LIST OF EFFECTIVE PAGES

NOTE: The portion of the text affected by the changes is indicated by a vertical line in the outer margins of the page. Changes to illustrations are indicated by miniature pointing hands. Changes to wiring diagrams are indicated by shaded areas.

Dates of issue for original and changed pages are:

Original .... 0................. 1 April 2000

TOTAL NUMBER OF PAGES IN THIS PUBLICATION IS 84, CONSISTING OF THE FOLLOWING:

Page No.	*Change No.	Page No.	*Change No.	Page No.	*Change No.
Title 0					
A..0					
i - iii 0					
iv Blank 0					
1-1 - 1-8 0					
2-1 - 2-2 0					
3-1 - 3-22 0					
4-1 - 4-8 0					
5-1 - 5-7 0					
5-8 Blank..................................0					
6-1 - 6-4 0					
7-1 - 7-5 0					
7-6 Blank..................................0					
8-1 - 8-5 0					
8-6 Blank..................................0					
9-1 - 9-4 0					
10-1 - 10-2 0					
A-1 - A-3 0					
A-4 Blank 0					
Glossary 1 - Glossary 3 0					
Glossary 4 Blank 0					

*Zero in this column indicates an original page

TABLE OF CONTENTS

TABLE OF CONTENTS - Continued

TABLE OF CONTENTS - Continued

LIST OF ILLUSTRATIONS

LIST OF TABLES

CHAPTER 1

INTRODUCTION

1-1 GENERAL.

The Air Force Technical Order (TO) System is described in TO 00-5-1. This TO contains policies and procedures on the TO distribution system for use by Air Force and other organizations requiring TOs. It is used in conjunction with TO 00-5-2-102, Application Software for the Automated TO Management System (ATOMS). Tables 1-1 and 1-2 list related publications and forms and their titles.

1-1.1 Recommended changes to policies and procedures in this manual will be submitted on AFTO Form 22 in accordance with TO 00-5-1; those proposing major policy changes require approval or disapproval of the AF Centralized TO Management (CTOM) Committee. Major Command and Base supplements are authorized according to TO 00-5-1: copies shall be provided to HQ USAF/ILMM, 1030 Air Force Pentagon, Washington DC 20330-1030; MSG/ILJ, 4375 Chidlaw Rd Ste 6, WPAFB OH 45433-5006; and OC-ALC/TILDT, 3001 Staff Dr Ste 1AB100, Tinker AFB OK 73145-3042.

1-1.2 World Wide Web (WWW). A copy of this TO may be accessed through the TO System Information Page on the WWW at *http://www.pdsm.wpafb.af.mil/toprac/to-syste.htm.* Additional TOs and TO-related data (such as TO Improvement System (TOIS) status reports and information on training courses) are available at this same location. Many of the forms listed throughout this manual may be accessed on the Air Force Departmental Publications Page, URL *http://afpubs.hq.af.mil/elec-products.* TO Distribution Offices (TODOs – paragraph 1-4) must take immediate action to obtain access to the WWW. They require access to at least the "*.mil" domain, and FTP capability for ordering TOs.

1-1.3 Training. Training on the TO Distribution System is available through AETC. There is a four-day in-residence course for TODOs and TODAs taught at Sheppard AFB TX (J3AZR2E066-007, Technical Order Account Custodian Course). Self-study training is Extension Course Institute (ECI) course 1200, volumes 1 and 2. Enrollment is through the unit's local education office. The course is also available in a Computer-Based Training (CBT) program (see TO 00-5-1, Appendix B, or "TODO Training Opportunities" on the web page listed above). The General course is required for all AF TODOs and library custodians, and is strongly recommended for all TO users. The Advanced course is required for all AF personnel who use the ATOMS Program to manage accounts or order TOs.

1-1.4 Local Reproduction of TOs. Air Force activities may reproduce unclassified TOs or portions of TOs not under any restrictions such as limited rights or other special controls, under the below conditions. Classified and limited distribution TOs or portions of TOs may be reproduced under the same conditions, as long as the activity complies with the rules in DOD 5200.1-R and DODD 5230.24 and .25.

1-1.4.1 Only current TOs or portions of TOs may be reproduced for operation and maintenance (O&M) of operational equipment; reproduced copies will be managed and filed like any other TOs. Digital TO files may be duplicated digitally as often as required, provided the copies are managed and controlled like paper TO copies.

1-1.4.2 Most Methods and Procedures TOs (MPTOs) distributed on CD-ROM will NOT be distributed in paper. If paper copies are required, they will be reproduced locally from the CD-ROM/WWW.

1-1.4.3 TODOs will use local reproduction to the maximum extent possible to avoid submitting emergency requisitions (paragraph 5-3) for missing or damaged TOs. If a TODO has missing or damaged TO pages or is missing TO Changes listed in indexes for more than 180 days, the pages or changes may be reproduced from digital or paper TO copies obtained locally or from other units with the same equipment. TO Managers cannot routinely locate and copy TO pages or obtain changes already bundled with basic TOs (change older than 180 days) at the request of individual TODOs. However, if digital TO libraries are available TO Managers/TCMs will provide copies of the files to individual TODOs when required to prevent work stoppages. The alternative is to requisition a replacement TO according to chapter 5.

1-1.4.4 To facilitate condiguration control, all locally-printed copies of TO extracts will be stamped with the reproduction date and the parent TO's date and change number. Extracts from TO databases will only be authorized for a limited time period, to be established by the using MAJCOM. TOs or portions of TOs reproduced from superseded versions or reproduced for non-O&M use will be

marked "FOR REFERENCE ONLY," and will **not** be used with operational equipment.

1-1.4.5   TOs will not be locally reproduced for use outside the US government or authorized government contractors.

1-1.5   Interim TO (ITO) and Rapid Action Change (RAC) Notification Messages. When disseminating ITO messages, the TODO may elect to copy only the message subject, classification and body for distribution to affected TO users. The complete message will be filed with the TODO's master copy of the TO (if the TODO has one) or in a binder of such ITO messages, filed by TO number. RAC Notification messages do not generally require further dissemination.

1-1.6   Digital Media. Some TOs may be distributed individually or as "sets" on digital media (floppy disk, CD-ROM, etc.), or be made available electronically on the WWW or another Wide Area Network (WAN). When digital copies will be used in place of traditional hard copy (paper) TOs, the TODO should take immediate action to reduce or eliminate initial distribution quantities of the paper TO.

1-1.7   Joint Computer-Aided Acquisition and Logistics Support (JCALS) System. The JCALS system applies state-of-the-art technologies to develop a technical infrastructure which supports creation, dissemination and use of information and data throughout the Department of Defense.

1-1.7.1   Joint Technical Manual System (JTMS). The first functionality to be implemented under JCALS is the JTMS, which will contain Technical Manuals (TMs) and TO System management data. The JCALS JTMS has replaced the G022 system at the ALCs. The JTMS will allow reduction of TO warehousing by digitizing existing TOs and using "Just-In-Time" printing and "print-on-demand" to satisfy user requirements. TOs will be available in multiple media formats (i.e., electronic transfer, CD-ROM, magnetic tape, or printed copies), facilitating improved methods for TO updating, publishing, distribution, receipt and use.

1-1.7.2   As JCALS is deployed to and implemented at bases AF wide, other TO system functions will be included. TODOs will use JCALS rather than the ATOMS program (next paragraph) to manage TO accounts (order TOs, review indexes, maintain library records, etc.). JCALS will also allow limited "print-on-demand" using low speed laser printers in the using organization for priority TOs districuted electronically or one-time requirements (page replacements, missing changes, etc.).

1-1.8   Automated   TO   Management   System (ATOMS - TO 00-5-2-102). ATOMS is a relational database application designed to assist with maintaining requirements and distribution records for TOs. It incorporates the account management functions of the paper AFTO Forms 110 and 131. ATOMS also automates the preparation of digital TO Publication Requests (TOPR) suitable for submission via Internet File Transfer Protocol (FTP) to OC-ALC. Air Force TODOs without on-line JCALS access must use ATOMS instead of manual processes for TO account record-keeping, files maintenance, and generation of a TOPR (paragraph 4-2.2). Other government activities must submit their TO requests via FTP of ATOMS-generated TOPRs, but are not required to maintain records in ATOMS.

1-1.9   Electronic Forms (EF). The AFTO Forms 110, 110A, 110B, and 131 will not be converted to electronic forms because their function is available electronically in ATOMS.

1-1.10   Security Assistance Program and Foreign Military Sales (SAP and FMS). TO 00-5-19, Security Assistance Technical Order Program, provides policy, procedures, and guidance to SAP and FMS participants (e.g. USAF, Contractor, Foreign Air Force personnel, etc.). All SAP and FMS participants must follow the provisions in TO 00-5-19 to obtain TOs.

1-2   MAJOR COMMANDS.

1-2.1   Focal Points. Command focal point(s) for matters pertaining to the TO distribution system must be appointed by each MAJCOM. A separate focal point may be established for each functional area. Current focal points will be listed in a letter or MAJCOM supplement to this TO, provided to subordinate activities; and copies provided as specified in paragraph 1-1.1.

1-2.1.1   Establishing MAJCOM policy and procedures for implementing this TO.

1-2.1.2   Assisting AFMC TO Managers to develop and maintain currency of Defense Message System (DMS) Personal Distribution Lists (PDLs) or Mail Lists (MLs) for command activities affected by each functional area of responsibility. TO Managers will use the PDLs/MLs for distributing RAC notification and ITO messages.

1-2.1.3   Ensuring subordinate activities develop written instructions on receipt notification and delivery of Normal and Low priority DMS messages for ITO and RAC Notifications (Reference AFI 33-113).

1-2.2   ATOMS Point of Contact. Each MAJCOM will identify an individual to provide subordinate activities with expert assistance on the operation of the ATOMS Application Program.   The name,

e-mail address, organization and DSN number of the POC will be provided to MSG/ILJ via e-mail to *ATOMS@wpafb.af.mil* (DSN 787-8218). Current MAJCOM POCs for the ATOMS software application are listed on the TO System Information Page (paragraph 1-1.2).

1-2.3   JCALS Point of Contact. Each MAJCOM will identify an individual to provide subordinate activities with expert assistance on JCALS JTMS system issues and requirements. The name, e-mail address, organization and DSN number of the POC will be provided to MSG/ILJ via e-mail (*michael.collier@wpafb.af.mil*). Information on JCALS and other automation efforts can be found on the Air Force Product Data Systems Modernization (PDSM) Program Office Home Page on the WWW at URL *http://www.pdsm.wpafb. af.mil.*

1-2.4   Centralized TO Management (CTOM) Committee Representative. See charter, TO 00-5-1. The directorate representing the MAJCOM on the AF CTOM Committee will:

1-2.4.1   Provide new installations and organizations with assistance in establishing TODOs.

1-2.4.2   Ensure TODO proficiency training requirements are developed and submitted to AETC.

1-2.4.3   Coordinate on AFTO Forms 43 for the establishment of TODOs (chapter 3). This responsibility may be delegated to subordinate activities.

1-3   AIR FORCE MATERIEL COMMAND (AFMC).

1-3.1   HQ AFMC/EN. The Directorate of Engineering and Technical Management (EN) is responsible for developing, coordinating, and obtaining approval for policy governing the Air Force TO distribution system.

1-3.2   MSG/ILJ. ILJ, the Air Force PDSM Program Office, is responsible for developing and coordinating business practices and procedures for distribution and use of TOs, and for transition from the current paper-based processes to electronic processes using JCALS. ILJ is responsible for the content of this TO.

1-3.3   OC-ALC/TILU. TILU is the AFMC central management office for operation of the Air Force TO distribution system. They operate a "help desk" function to assist users with questions relating to the TO distribution and numbering systems. TILU is responsible for:

1-3.3.1   Assigning and controlling use of data code numbers. Reviewing and approving TO numbers.

1-3.3.2   TO Manager of the AFTO Index Application CD-ROM. Responsible for CD labeling, publishing and distribution. Responsible for "XX" index CD-ROMs for release to FMS customers. Indexes for Joint Nuclear Weapons Publications System (JNWPS) TOs and Explosive Ordnance Disposal (EOD) TOs (chapters 7 and 10) are currently managed outside of JCALS by SA-ALC/NWTD and Det 63, AAC/CC, respectively.

1-3.3.3   Approving or disapproving AFTO Form 43 requests for the establishment of TODOs, assigning TODO Code numbers, and annotating JCALS TM Account numbers on the form.

1-3.3.4   Approving or disapproving AFTO Form 43 requests for Special Purpose TODO Codes (SPTODOCs, chapter 3) and entering other special data in the TODO address library established in the TO Management System.

1-3.3.5   Recommending new or revised distribution system policy or procedures to AFMC. Assisting users with policy and procedure interpretation.

1-3.3.6   Receiving and processing Initial Distribution (ID) requirements and requisitions from Contractor TODOs. Furnishing instructions to appropriate activities.

1-3.3.7   Monitoring FMS TO cases implemented in accordance with AFMAN 16-101 for AFMC.

1-3.4   Single Managers (SMs). SMs are responsible for life-cycle management of assigned system and commodity TOs, including the functions of manage, acquire, improve, publish, stock and distribute.

1-3.5   TO Warehouse Management and Operations. TO warehouses are normally located at ALCs, but their functions may be carried out by contractors or individual Single Manager (SM) organizations at other locations. Warehouses perform the "stock, store and issue" functions of the TO system for the SMs at their location. The Information Management Unit of the local Communications Squadron or Group is responsible for TO warehousing functions at an ALC. SMs not located at an ALC will develop local warehousing procedures for the TOs they manage.

1-4   TO DISTRIBUTION ACTIVITIES.

There are three levels of TO distribution activities that support TO users. The level and type of distribution activity required is based on TO storage and usage requirements and the physical location of TO-using activities. Figure 1-1 is a checklist which may be used by distribution activities for managing their accounts.

1-4.1 <u>Policies, Practices and Procedures.</u>

1-4.1.1 Technical Order Distribution Offices (TODOs) are the single point between a unit and the TO system. The equivalent term in the JCALS System is "TM Account POC." Units request assignment of a TODO/TM account by submitting an AFTO Form 43 according to chapter 3. TODO/TM accounts are identified by a code assigned by OC-ALC/TILUB, and by a TM account number automatically assigned by JCALS.

1-4.1.2 Only TODOs are authorized to establish ID (subscription) requirements and requisition TOs through the TO distribution system. Sub-account or individual requests must be routed through and consolidated by the TODO. Activities with Special Purpose TODO Codes (chapter 3) will follow procedures given in applicable sections of this TO.

1-4.1.3 <u>Base TODO (BTODO).</u> The BTODO services those base activities which maintain less than 100 TOs and are not part of an assigned or tenant unit or organization assigned a TODO code by OC-ALC. Remote locations and forward deployment areas will normally be supported by the main operating base BTODO or a parent unit TODO. According to HQ USAF/SC Program Action Directive (PAD) 99-03, MAJCOM, FOA, and DRU Publishing Managers will direct installation commanders to assign Base TO Distribution Office (TODO) responsibilities to appropriate base functional agency(ies) to meet the needs of their customers.

1-4.1.4 Each TODO/TM Account will have one or more sub-accounts, and each sub-account represents one or more TO libraries (see paragraphs 3-6 through 3-8). At the very least, a TODO will have the sub-account for his/her own library.

1-4.1.5 <u>TO Publication Requests (TOPRs).</u> TOPRs must either be developed using the ATOMS program (TO 00-5-2-102) and electronically submitted to Tinker AFB via Internet File Transfer Protocol (FTP) (see chapters 3, 4 and 5), or when available, by direct on-line access through the JCALS system. Non-government TODOs not authorized FTP access will use procedures in paragraphs 4-2.2 and 9-6. See the User's Guide provided as part of TO 00-5-2-102 for ATOMS procedures. See the JCALS Desktop Instructions (JDI) (*http://www.pdsm.wpafb.af.mil/toprac/jcals_di.htm*) for JCALS procedures.

1-4.1.6 <u>Library Maintenance.</u> TM Account and sub-account managers are responsible for maintaining their own TO libraries. Maintenance includes posting and filing TOs (paragraphs 3-10 and 3-11), performing annual inventories (paragraph 3-14), and requesting new/replacement TOs as required.

1-4.2 <u>Responsibilities.</u>

1-4.2.1 <u>Base TODO.</u> The BTODO performs all functions of a unit TODO (paragraph 1-4.2.2), plus (a) servicing and assisting assigned units, (b) encouraging and assisting activies to establish Special Purpose TODO Codes (chapter 3) when required to support special missions, and (c) assisting to establish new TODOs when required by mission changes or expanded TO library requirements.

1-4.2.2 <u>Unit or Activity TODO.</u> TODOs will:

1-4.2.2.1 Submit AFTO Forms 43 to establish, change or cancel accounts (chapter 3).

1-4.2.2.2 Establish and maintian account requirements and distribution records for the TODO's own library and for subaccount TO libraries, using ATOMS (mandatory for AF TODOs not on-line with JCALS) or the JCALS system. Update ATOMS or JCALS records as TOs, increments and status notices are received. Non-AF TODOs and TODAs may use local procedures to maintain records.

NOTE

TODOs must back up ATOMS data files (see the User's Guide) based on frequency of use (i.e., if ATOMS is used daily, back up daily; if use is only weekly, back up weekly, etc.)

1-4.2.2.3 Establish TO Distribution Accounts (TODAs) and assign account numbers for TO redistribution to client TO libraries based on mission requirements. TODA account numbers may consist of the TODO number plus an extension, e.g., 0345-12. Furnish policy interpretation and procedural guidance to TODAs.

1-4.2.2.4 Maintain a current list of TODAs with custodian names, organizations, locations, and telephone numbers; and the names, grades, and security clearances (if applicable) of personnel authorized to sign and submit TO requests for the TODA.

1-4.2.2.5 Consolidate all TODA TO requirements, and for restricted distribution TOs (classified, "sponsor approval," etc.), obtain the signature of the authorized certifying individual on the printed record copy of either the ATOMS TOPR or JCALS TM Request screen.

1-4.2.2.6 Review requirements to ensure only minimum essential TOs and quantities are requested. Cancel unneeded requirements promptly.

1-4.2.2.7 Submit TOPRs based on validated user requirements. Retain an electronic or printed copy of the TOPR/TM Request screen for two years, or until all actions are complete, whichever is longer.

1-4.2.2.8 Follow-up on TO request status according to paragraph 5-11.

1-4.2.2.9 Distribute TOs and TO increments to TODAs upon reciept, and notify them of backorder status and any follow-up actions being taken. Notify TODAs when digital TO files are updated.

1-4.2.2.10 Report discrepancies in TO shipments to the responsible TO Manager (discrepancies include the receipt of quantities higher or lower than ordered, TOs with missing pages, etc.).

1-4.2.2.11 Perform routine and annual checks and inventories in accordance with chapter 3, for the TODO's own TO library account and those of subordinate TODAs not maintaining separate requirements and distribution records.

1-4.2.2.12 Process Account Reconciliation Reports (ARRs) according to paragraph 3-16. An ARR may be requested via e-mail request to *csrl@tinker.af.mil.*

1-4.2.2.13 Reproduce and distribute ITO messages and RACs (paragraph 1-1.5), and Urgent/ Immediate Time Compliance TOs (TCTOs) to all affected TODAs by the fastest available means.

1-4.2.2.14 Approve and submit requests for local reproduction of TOs (paragraph 1-1.4).

1-4.2.3 TO Distribution Accounts (TODAs). TODAs will:

1-4.2.3.1 Obtain an account number from the TODO. Establish TO sub-accounts as required. Notify the TODO promptly of any personnel changes or deactivation of the TODA.

1-4.2.3.2 Maintain requirements and distribution records if TOs are redistributed to sub-accounts.

Other TODAs may be required to maintain records, dependent upon library location and size, TODO workload, and/or special account requirements. Perform routine and annual checks and inventories for TODA sub-accounts.

1-4.2.3.3 Consolidate, validate and submit account TO requirements to the TODO. Redistribute TOs and increments upon receipt.

1-4.2.4 Library Custodians. Post and file TOs and increments as they are received. Notify the TODO or TODA of changed requirements (added, deleted or replacement TOs). Maintain control of TO copies.

1-4.3 Transferring TODO Accounts. When a unit or activity is transferred with no change in TO requirements, the libraries may be physically transferred and a change of address for the TODO account submitted using the AFTO Form 43 (chapter 3). However, if requirements change from the previous location, the original account must be canceled and a new account must be established at the new location.

1-5 THE AIR FORCE METROLOGY AND CALIBRATION (AFMETCAL) PROGRAM.

The AFMETCAL program is managed by Det 1, WR-ALC/ML, and is the TO Manager for Category 33K TOs. Det 1 may use an established electronic bulletin board system to distribute interim calibration TO changes to Precision Measurement Equipment Laboratories. These interim changes will be published as supplemental manuals, and will be incorporated into the parent manuals during the next routine update.

Table 1-1.   List of Related Publications

Publication Number	Publication Title
DOD 5200.1-R and AFI 31-401	DOD Information Security Program Regulation and Managing the Information Security Program
DOD 5400.7-R/AF Supplement	DOD Freedom of Information Act (FOIA) Program
DODD 5160.62	Single Manager Responsibility for Military EOD Technology and Training
DODD 5230.24	Distribution Statements on Technical Documents
DODD 5330.3/AF Supplement	Defense Automated Printing Service (DAPS)
DOD 7000.14-M, Volume 11A	User Fees
AFMAN 16-101	International Affairs and Security Assistance Management
AFPD 16-2	Disclosure of Military Information to Foreign Governments and International Organizations
AFJI 21-301	Interservicing of Technical Manuals and Related Technology
AFI 33-113	Telecommunications Center and Data Processing Center Management
AFMAN 37-139	Records Disposition Schedule
AFI 37-161	Distribution Management
AFI 61-204	Disseminating Scientific and Technical Information

Table 1-2.   List of Related Forms

Form Number	Form Title
DD Form 1348-2	Issue Release/Receipt Document with Address Label
DD Form 2345	Militarily Critical Technical Data Agreement
AFTO Form 22	Technical Order Improvement Report and Reply
AFTO Form 32*	Technical Order Binder Label
AFTO Form 43	Request For USAF TODO Code Assignment or Change
AFTO Form 110//110A//110B	TO/CPIN Distribution Record//Part III Continuation//Part IV Continuation
AFTO Form 131	Technical Order Index Routine and Annual Check
AFTO Form 187	Technical Order Publications Request
AFTO Form 273*	TO/CPIN Initial Distribution (for Unclassified TOs/CPINs)
AFTO Form 274*	Initial Distribution Label (for Classified TO Distribution)
AFTO Form 276*	Special Requisition for Air Force Technical Order/CPIN

* = Authorized for Computer Generation (CG) IAW AFI 37-160V8.

Figure 1-1 is for guidance and reference. It may be used when establishing TODO accounts or subaccounts and during inspections and surveillance visits. A partial check may be made using any group of items in the list. Discovery of major discrepancies warrants a detailed inspection of all functions. References are to this TO unless otherwise specified. The applicability column indicates whether the item applies to TODOs or to accounts.

	ITEMS	APPLICABILITY		CHECK
		TODO	ACCT	
1.	**GENERAL**			
a.	Has a Base TODO been established (paragraph 1-4.1.3)?	X		
b.	Has a unit or Activity TODO been established (paragraph 1-4.1.1)?	X		
c.	Are Special Purpose TO Distribution Office Codes (SPTODOCs) requested when required (paragraph 3-3)?			
d.	Is the AFTO Form 43 current (paragraph 1-4.3.1)?	X		
e.	Have personnel authorized to submit TO requests been identified on AFTO Form 43 (paragraph 3-2.6)?	X		
f.	Are current, complete copies of TOs 00-5-1, 00-5-2, 00-5-101, and the TO Index Application on hand or readily available (paragraphs 1-4.1.5, 2-1.2 and 3-5)? 00-5-series TOs are available on the TO System Information page at URL *http://www.pdsm.wpafb.af.mil/toprac/to-syste.htm.*	X	X	
g.	Has the TODO obtained a user name and password to support FTP of TOPR files to Tinker (paragraph 4-6.2.1)?	X		
h.	Is the policy on a local reproduction of TOs followed (paragraph 1-1.4)?	X	X	
i.	Are ARRs processed and filed properly (paragraph 3-16)?	X		
2.	**TODO Procedures.** Are TODO personnel familiar with:			
a.	Responsibilities (paragraph 1-4.2)?	X		
b.	Terms (Acronymn and Glossary)?	X	X	
c.	Types and locations of libraries (paragraphs 3-7 and 3-9)?	X		
d.	Procedures for filing and posting TOs) paragraphs 3-10 and 3-11)?	X	X	
e.	Procedures for use of the ATOMS program (paragraph 3-13)?	X	X	
f.	Requirements for checking account records and libraries (paragraph 3-14)?	X	X	
g.	Procedures for establishing ID requirements (chapter 4)?	X		
h.	Emergency and "Expedited Processing" requisition procedures (paragraph 5-3)?	X		

Figure 1-1. TODO and TO Account Checklist (Sheet 1 of 2)

	ITEMS	APPLICABILITY		CHECK
		TODO	ACCT	
i.	Procedures for ordering individual TOs, increments and TCTOs (paragraph 5-5)?	X		
j.	Use and meanings of TO Request Status notification (TORSN) codes (paragraph 5-8 and table 5-1)?	X	X	
k.	Procedures for TOPR follow-up (paragraph 5-9)?	X		
3.	TO REQUIREMENTS.			
a.	Are libraries limited to mission needs (paragraph 3-6.3)?	X	X	
b.	Are requirements submitted according to paragraphs 4-2 and 4-3?	X	X	
c.	Are submissions made by FTP (paragraph 4-6.2)?	X		
d.	Have requirement records (ATOMS AFTO Forms 110) been established (paragraphs 3-12 and 3-13)?	X	X	
e.	Are records and requirements kept current (paragraph 3-14)?	X	X	
f.	Are electronic or printed copies of ATOMS TOPRs or JCALS screens maintained on file for two years or until completion of all requested actions (paragraph 1-4.2.2.7)?			
g.	Are "Sponsor Approval" TO ordering procedures followed (paragraph 4-7)?	X		
h.	Are individual TOs not ordered more frequently than every five days (paragraph 5-2.1)?	X	X	
i	Does the TODO understand TO shipment shortage and overage procedures (paragraphs 1-4.2.2.13, 6-3.2 and 6-3.3)?	X		
4.	DISTRIBUTION.			
a.	Does the TODO/TODA redistribute TOs (paragraphs 1-4.2.2.9 and 1-4.2.3.3)?	X	X	
b.	Are TO request follow-ups submitted according to paragraph 5-11?	X	X	
c.	Are priority TCTOs, RACs and ITOs reproduced and distributed by the fastest available means (paragraph 1-4.2.2.13)?	X	X	

Figure 1-1.   TODO and TO Account Checklist (Sheet 2 of 2)

CHAPTER 2

TO INDEXES AND THE INTERSERVICE TECHNICAL
INFORMATION EXCHANGE SYSTEM (ITIES)

2-1   GENERAL.

2-1.1   The Air Force TO Index Application is issued as official notification of new TOs or changes in status of existing TOs.   The index provides a basis for identifying TOs, determining TO Initial Distribution (ID) and requisition requirements and for verifying the currency of TO libraries and records.   The application allows accessing and searching the TO index database using numerous search categories.

2-1.2   The TO Index Application is published on the Internet (updated monthly) and on CD-ROM (TO 0-1-CD-1, updated quarterly). The Internet TO Index Application is restricted to users with a "*.mil" Internet domain, and may be accessed through the TO System Information Page (paragraph 1-1.2).   All TO-using organizations (except civilian Fire Departments and foreign customers) must either have "*.mil" Internet or JCALS accsss, or must establish ID (chapter 4) for the CD-ROM, TO 0-1-CD-1.

NOTE

Inidividual microfiche indexes by TO Category are no longer being produced.

2-1.3   TO Index information is also available to JCALS users on-line.

2-2   AIR FORCE TO INDEX APPLICATION.

2-2.1   The application's opening screen has links to specific index functions on the left of the screen and information on using the index in the center.   The "as/of" date is directly under the screen title.

2-2.2   The "TO Index Update" link provides a listing of TO information changed since the previous index publication.   This includes information on new, updated, rescinded and superceded TOs. Listings for up to three past months can also be accessed here.   Al active TOs and TCTOs are accessed through the Search TO Index window. TCTO Series Headers and individual TCTOs are accessed through a "Search TCTOs" function.

2-2.3   The general information panel includes instructions on using the index, how to report discrepancies, and a "What's New" section.

2-2.4   Other links will take you to "Frequently Asked Questions (FAQs)," TO Manager listings, and digital copies of those MPTOs available on the web.

NOTE

The current issue of the CD-ROM, dated July 1999, is based on the G022 database, and uses the codes and conventions listed in the Index Preface. The next issue of the CD will include the same TO Index Application as the Internet.

2-3   INDEX PRACTICES AND PROCEDURES.

2-3.1   Reporting Errors. Index users who discover errors with the data for individual TOs or groups of TOs should report them to the responsible TO Manager via telephone or e-mail as soon as possible. To report problems or proposed enhancements to the Index Application's layout and function, contact the webmaster (listed on the Index's web page).

2-3.2   ITOs cannot be requisitioned through the TO System.   TODOs who do not receive copies of ITOs must request them directly from the OPR listed in the index. The index listing shall include a note containing the OPR's name and DSN/Commercial phone numbers.

2-3.3   No TOs will be removed from libraries and destroyed unless they are first listed as rescinded or superseded in the Index, or are declared excess to needs by the using organization.

2-3.4   TODOs must NOT submit requisitions for "missing" TOs for at least 90 days after the date shown in the Index. Dates shown on TOs and in the Index indicate the "copy freeze date," and have no relationship to dates distributed.   TO Managers enter TO information into the index when it is processed for publication.   Delays encountered in processing TOs sometimes make the initial distribution appear to be weeks or even months late.

2-4   THE INTERSERVICE TECHNICAL INFORMATION EXCHANGE SYSTEM (ITIES) FUNCTION.

2-4.1   The ITIES function was provided by a subsystem of the G022 TO Management system. ITIES provided a consolidated listing of multi-service technical publications related to specific equipment part numbers (manufacturers part numbers, type/model/series, JAN number, MIL-SPEC/MIL-STD numbers, etc.) The data was input by TCMs on AFMC Forms 203 and 204, as well as from information provided by other DoD components.

2-4.2   The primary purpose of ITIES was to prevent procurement or preparation of duplicate technical publications. Although ITIES is no longer available as a separate function, equipment part numbers are still entered in the JCALS TO Index database by the TCM/TO Manager. Each Service's index database will be reviewed by searching for TM numbers by system/equipment type, to prevent acquisition or procurement of duplicte manuals.

NOTE

Retain the CD-ROM, TO 0-4-6-2-CD-1, Equipment Number to TO Number Cross-Reference, for reference until full functionality is achieved through JCALS.

CHAPTER 3

TO DISTRIBUTION OFFICE CODES; TO LIBRARIES AND REQUIREMENTS;

AUTOMATED TO MANAGEMENT SYSTEM (ATOMS)

3-1   GENERAL.

This chapter contains policy and procedures for obtaining TODO codes, determining and establishing TO requirements and maintaining TO libraries. Activities requiring Computer Program Configuration Items, related compendiums, and engineering documentation packages managed in the Computer Program Identification Numbering (CPIN) System should consult TO 00-5-17 for policy and procedures.

3-2   AFTO FORM 43 COMPLETION INSTRUCTIONS.

An AFTO Form 43 (figure 3-1) is used to submit requests to establish or cancel a TODO Code, or change TODO information. Completed forms are sent to OC-ALC/TILUB. Requests for Explosive Ordnance Disposal (EOD) and nuclear weapon (NW) TODO Codes are submitted according to paragraph 3-2.2.2. The form will be prepared as follows:

3-2.1   Heading Information:

3-2.1.1   TYPE OF REQUEST. Enter an X in the appropriate block.

3-2.1.2   TO DISTRIBUTION OFFICE CODE. For a revised request or TODO cancellation, enter assigned TODO code. Add the JCALS TM Account number in block 3.

3-2.1.3   DATE. Enter the date the request is submitted. Use the all - numerical "yyyymmdd" format.

3-2.2   Address Blocks:

3-2.2.1   Block 1 – FROM. Enter the TODO's mailing address, including organization/office symbol, street address, city/base, state and complete nine-digit ZIP code. For address changes, enter the TODO's new address in this block and enter the old address in block 3.

3-2.2.2   Block 2, TO, is preprinted with TILUB's address. For NW TODOs, replace with "SA-ALC/ NWTD, 413 N Luke Drive, Kelly AFB TX 78241-5314." For EOD TODOs, replace with "Det 63 AAC/ CC, 2008 Stumpneck Rd, Indian Head MD 20640-5099."

NOTE

When a TODO address is changed or a TODO is canceled, it may require up to 60 days to clear the TO management system of shipping actions initiated before the change was made.

3-2.3   Block 3 – T.O. MAILING ADDRESS AND 9-DIGIT ZIP CODE. Enter the JCALS TM Account number in this block. When TOs will be mailed to an address different from the TODOs address, enter the complete TO mailing address, including organization/office symbol, street address, city/base, state and nine-digit ZIP code. For TODO address changes enter the old address, clearly marked as no longer valid. Addresses must not exceed four lines, contain more than 29 characters including spaces per line, or include names of individuals in the attention line. NW TODOs must enter their organization's Defense Message System (DMS) address, whether or not a street address is provided.

3-2.4   Block 4 – TODO TYPE. Place an X in appropriate block(s) and enter corresponding information as applicable.

3-2.4.1   Blocks 4a and 4b – Government TODOs, including contractor-operated government TODOs, will mark one block (only) to indicate whether they will be a Base (paragraph 1-4.1) or Unit/Activity (paragraph 1-4.3) TODO.

3-2.4.2   Block 4c – If the organization is an Air Force activity, mark this block and enter the parent MAJCOM (ACC, AMC, etc.)

3-2.4.3   Block 4d – If the organization is another government activity (not Air Force), mark this block and enter the department or agency (Army, Navy, DOE, etc.)

3-2.4.4   Block 4e – If the organization is a contractor with a government contract, mark this block and enter the contract number and issuing government agency. If the TODO will service more than one contract, enter additional contract and issuing agency information on the continuation sheet (include contract termination dates).

3-2.4.5 Block 4f – CANCELLATION DATE.

3-2.4.5.1 The responsible ACO or PCO will enter the contract termination date in this block and sign block 8. Use the all - numerical "yyyymmdd" format. (If block 4e is checked and the termination date is not entered, the form will be returned without action.) This requirement does **not** apply to contractor-operated government TODOs.

3-2.4.5.2 For CANCELLATION type requests, TODOs will enter the cancellation effective date.

3-2.4.6 Block 4g – OTHER. Special Purpose TODOs, including EOD and NW TODOs, will enter the special purpose TODO code type (paragraph 3-3) being requested. Enter "Contractor-operated government TODO" when applicable. When EOD TODOs will require all current and future AF non-nuclear EOD TOs, enter "Automatic distribution is required."

3-2.5 Block 5 – SECURITY LEVEL AUTHORIZED. Enter the security level (Unclassified, Confidential, Secret, Restricted Data, etc.) that the organization has authorization and adequate facilities, equipment, and properly cleared personnel to receive and safeguard. Include Special Access Required (SAR) when applicable, in accordance with AFI 31-401. For NW-EOD-TODOs only, include the statement "Category 60N TOs are needed, Critical Nuclear Weapons Design Information (CNWDI) is required in accordance with AFI 31-401, and certification has been completed."

3-2.6 Block 6 – TODO PERSONNEL. Enter one primary and up to two alternate names, voice and Fax phone numbers, e-mail addresses, and signatures of personnel authorized to submit TO publication requests (TOPRs). Individuals must be US citizens.

3-2.7 Block 7 – GOVERNMENT APPROVING AGENCY. Complete block 7 on each form even though the signature may be the same as block 8. For a government TODO, the blocks will be completed by the activity's command or maintenance/operations supervision function. For a contractor TODO, the blocks will be completed by the official(s) authorized to approve the contractor's TO requirements for the PCO or ACO (e.g., the Contracting Officer's Technical Representative [COTR] or government Quality Assurance personnel).

3-2.8 Block 8 – COMMAND/CONTRACTING OFFICER APPROVAL. Complete block 8 when requesting a contractor, EOD, or Nuclear Weapons Special Purpose TODO Code. The blocks will be completed by the PCO/ACO for contractor TODOs, and by the MAJCOM approving official for EOD and NW TODOs. NW TODO requests must have the original MAJCOM approving official's signature, which must be the same as that provided according to paragraph 7-2.2.2. When there is more than one ACO or PCO monitoring contracts listed in block 4e, additional information and signatures will be shown on the continuation sheet.

3-2.9 Block 9 – FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONLY. Leave blank. OC-ALC/TILUB, SA-ALC/NWTD and Det 63 AAC/CC will use this block for approval/disapproval of TODO requests in their respective areas.

3-2.10 The reverse side of AFTO Form 43 will be used to submit complete justification for needing either nuclear weapon or EOD TOs. The justification on the form itself must be unclassified. If the justification must be classified, submit it by classified letter with the AFTO Form 43 as an unclassified attachment.

3-3 SPECIAL PURPOSE TODO CODE (SPTODOC) ACTIVITIES.

3-3.1 Types of activities assigned special purpose TODO codes are listed below. Due to their specialized functions they are not required to maintain AFTO Form 110/131 or ATOMS records described in this chapter, except as noted.

3-3.1.1 Defense Contract Management District (DCMD) Defense Contract Management Administration Office (DCMAO) and Defense Plant Representative Office (DPRO) (chapter 9). When assigned codes are for contractor use in the performance of contract requirements, TOs requested and furnished are limited by requirements of the contract(s) involved. Release of TOs to the contractor after receipt is the responsibility of the DCMD/DCMAO/DPRO.

3-3.1.2 Contractor. See paragraphs 9-5 and 9-6. Issued when a contractor is authorized direct receipt of TOs to fulfill the requirements of the contract(s) involved.

3-3.1.3 OC-ALC/TILUB. This office receives a copy of every TO for placement in the USAF TO Repository (paragraph 9-11).

3-3.1.4 Standardization-Evaluation Board. A code issued for receipt of TOs directly applicable to the specific board function or mission. Other TOs required by such activities should be obtained through normal channels.

3-3.1.5 EOD TODOs (chapter 10). Nuclear Weapon (NW) and Non-nuclear EOD TODOs are both required to maintain classified TO receipt records according to DoD 5200.1-R.

3-3.1.6 NW-TODOs must use the ATOMS program to maintain account records. They may order

NW TOs using either the paper AFTO Form 187 or an ATOMS TOPR prepared in the G022 format without header information (see ATOMS User's Guide). The order is mailed, e-mailed or faxed to SA-ALC/NWTD according to chapter 7 of this TO.

3-3.1.7 <u>Other DOD Departments.</u> See chapter 8.

3-3.1.8 <u>Other US Government Agencies.</u> See paragraph 9-3. A code assigned to an agency such as the Federal Aviation Administration or National Air and Space Agency, which requires Air Force TOs in conjunction with official duties. See paragraph 9-3.

3-3.1.9 <u>Centrally Supported TODO.</u> See paragraph 9-13.

3-3.1.10 <u>Single Manager (SM) TO Distribution Activities.</u>

3-3.2 Requests for special purpose TODO codes will be submitted to OC-ALC/TILUB as specified in this chapter and other applicable chapters of this TO. In AFTO Form 43, Block 4g (OTHER), enter "Request SPTODOC assignment in accordance with chapter 3." The AFTO Form 43 will be accompanied with a cover letter containing justification.

3-3.3 Activities assigned SPTODOCs must comply with directives and procedures provided with notification of code assignment; otherwise the code is subject to cancellation.

3-4 OC-ALC ACTION ON AFTO FORM 43 REQUESTS.

3-4.1 OC-ALC/TILUB will return approved AFTO Forms 43 to the requesting organization, annotated with the TODO code and JCALS TM Account numbers assigned.

3-4.2 TILUB will provide a cover memo to off-line TODOs, providing the Internet address (URL) of the TO System Information Page (paragraph 1-1.2) and instructions to download the ATOMS program for TO ordering and account management. The memo will explain that this address also provides access to MPTOs, indexes and other valuable TODO information. The memo will provide the IP address, user name, and password required to submit ATOMS TOPRs via File Transfer Protocol (FTP) to the Tinker AFB Interside Gateway (paragraph 4-6).

3-5 TODO ACTION ON CODE ASSIGNMENT.

TODOs with direct access to JCALS will use it instead of or in conjunction with the ATOMS program to order TOs and manage their accounts. Off-line TODOs will access relevant Methods and Procedures TOs (MPTOs) and the ATOMS program (TO 00-5-2-102) from the TO System Information Page (paragraph 1-1.2). DoD TODOs will access the Internet TO Index Application from this same page, and establish ID and requisition required TOs according to this TO, chapters 4 and 5. Non-DoD TODOs must order the index application on CD-ROM, TO 0-1-CD-1, through regular ID procedures. Access to TOs 00-5-1 and 00-5-2 is required by all TODOs for TO account management.

3-6 TO LIBRARIES.

A TO library consists of one or more current TOs with all changes, revisions, and supplements maintained on a continuing basis, or a special-purpose library which might contain non-current TOs. Each library will be assigned a TODO distribution account/subaccount number. A work or study copy issued for one-time use is not a TO library.

3-6.1 Authorized TO libraries are established to provide personnel at all echelons quick access to the TOs required for the most efficient and effective performance of assigned duties.

3-6.2 The concept of an authorized limited library is to provide technical data to satisfy specific mission requirements. These libraries are unique in structure, and their contents and functions are described in paragraphs 3-6 and 3-7. The TO library may be a TO library for diverse usage, an organization's shelf library, an extra-copies library, or one or more TOs for use by an individual. A TO library may be established at the TODO or TODA level as appropriate.

3-6.3 Libraries will be limited to the mission requirements of the organization served. Library contents include necessary methods and procedures TOs (MPTOs) and TO indexes. All base-level libraries are "limited" libraries. A "complete" library is authorized only for the TO repository maintained by OC-ALC/TILUB.

3-6.4 <u>TO Repository.</u> The repository library consists of official records required for compliance with Air Force and federal records retention provisions (AFMAN 37-139). When ID is made, one copy of each TO and TO update is forwarded to OC-ALC/TILUB for placement in the TO repository.

3-6.5 <u>Digital TOs.</u> TOs which are acquired in digital format will be stored and catalogued in either the Digital Legacy Data Storage System (DLDSS) or the JCALS Reference Library. Depot level Computer Based TOs (CBTOs) for the Low Altitude Navigation and Targeting Infrared for Night (LANTIRN) system will only be stored on optical disk. WR-ALC/TILTB is the prime repository, with SA-ALC/TILT as the backup repository for these TOs.

3-7 TYPES OF AUTHORIZED LIBRARIES.

3-7.1 <u>Operational Libraries.</u> These are libraries located in operation and maintenance organizations or remote logistic sites. Operational libraries will contain only those TOs required to accomplish the operational and maintenance responsibilities of the activities they serve.

3-7.1.1 TO dispatch kits (kits containing copies of selected TOs to be used by work crews subject to dispatch to jobs outside the Air Force installation proper) are part of the parent operational library. Local procedures may be established to govern interim filing of these kits between dispatch.

3-7.1.2 The operational library may contain extra copies of TOs when they are required to support simultaneous maintenance actions.

3-7.2 <u>Emergency Operating Instructions Libraries.</u> Aircraft Emergency Operating Instruction libraries may be established and maintained in the control tower, base operations, or the command post as a local option. If established, the library will contain the title page, List of Effective (A) Pages, and the Emergency Procedures chapter of each -1 Flight Manual for primary assigned aircraft, and Safety Supplements or other supplements determined applicable thereto. The "A" page will indicate which portions of these manuals are maintained in the libraries. A special notice is sometimes printed on the title page of a classified -1 Flight Manual, authorizing declassification of the Emergency Procedures chapter when it is withdrawn from the manual. In the absence of this notice, the chapter must retain the classification of the manual and be safeguarded, **but** radio transmission of instructions, in the clear, is authorized under emergency conditions.

NOTE

When classified emergency operating instructions have been transmitted in the clear, promptly report all available facts concerning the incident to the activity having technical responsibility for the manual. This activity will determine whether the information should be downgraded or declassified.

3-7.3 <u>Aircraft Libraries.</u>

3-7.3.1 MAJCOMs may direct retention of operations and maintenance TOs on board aircraft. Wing and Group commanders may specify other data to be carried in aircraft. Libraries will not be maintained in permanently grounded aircraft.

3-7.3.2 Aircraft commanders may include additional publications as required.

3-7.3.3 Technical data required by other Air Force directives will be maintained as prescribed for each aircraft.

3-7.3.4 Current, serviceable technical publications must accompany aircraft when they are transferred.

3-7.3.5 Provisions of North Atlantic Treaty Organization Standardization Agreements (NATO STANAGs) 3462 and 3767, Central Treaty Organization (CENTO) STANAGs 3462 and 3767, and Air Standardization Coordinating Committee (ASCC) AIR STD 44/16D require that applicable -1, -5, and -9 TOs, and the Aircraft Weight and Balance Handbook, shall be carried on cargo-type aircraft to facilitate loading operations during international combined operations involving NATO, CENTO, or ASCC nations. Changes or deviations from this requirement will not be made without the authorization required by AFI 60-101. The US will limit the carrying of cross-servicing information to transport and bomber aircraft in accordance with AIR STD 11/16A.

3-7.4 <u>Transient Aircraft Library.</u> This library may be established on bases where it is common to service or perform organizational or intermediate level maintenance on transient aircraft not normally assigned to the base. The library will usually contain Category 1 aircraft TOs for each type or model of aircraft that would normally be expected to use the maintenance or service facilities of the base.

3-7.5 <u>Reference Libraries.</u> These libraries are authorized for use by activities whose duties do not include operating or maintaining equipment and will be marked "For Reference Purposes Only." TOs in reference libraries need not be currently maintained. MAJCOM, Product Improvement and other maintenance staff activity libraries are not included in this definition. Reference library records may be kept on AFTO Forms 110 or as locally determined.

3-7.6 <u>Training Libraries.</u> These libraries are established to support training courses.

3-7.6.1 TOs used for training must be current, and may be loaned to students for use in the classroom (to be returned after the training). TOs will not be given to students as handouts, although

portions of TOs may be reproduced for student retention if required.

3-7.6.2 Filing methods to facilitate issue of publications for training operations may be devised locally (paragraph 3-11.6.7).

3-7.6.3 The TO date in the index will not be the sole criteria for determining currency of training library TOs. The compatibility of the TO with the training equipment item, the criterion or enabling objective, the technique employed (as identified in the plan of instruction or other applicable course control documents), and TO changes that affect curriculum are factors that must be considered.

3-7.6.4 Training libraries used in non-equipment oriented instructions must be pertinent to the training exercise identified in the course control documents. Title pages for TOs that satisfy such course applicability requirements shall be marked "For Training Purposes Only" when the TOs are not and will not be maintained current according to the TO index.

3-7.7 Contractor Libraries. Commercial organizations with Air Force contracts are authorized TO libraries for use in accomplishing contract requirements, with approval of the responsible PCO or ACO. This includes libraries for contractor personnel located on Air Force installations. The scope of contractor libraries is determined by the responsible PCO or ACO. These libraries are the property of the Air Force and are maintained in accordance with contract requirements.

NOTE

A contractor operating a TODO in direct support of a government operation (e.g., a Systems Engineering and Technical Assistance [SETA] contractor) is considered a government TODO. Upon contract termination, the TODO code will return to the AF or transfer to a new contractor who will perform the service. However, if the contractor also maintains a separate TO library for company use, they must have a separate TODO Code and follow the same procedures as other contractor TODOs.

3-7.8 Rescinded Copies Libraries. Air Force activities may maintain a library of rescinded TOs when needed for special programs and projects. Immediately upon notice of TO rescission (Part I of the TO index), the copy to be retained will be placed in a library separate from active TOs; and the binder and TO title page will be conspicuously marked "RESCINDED." If an Air Force activity needs to obtain a rescinded TO, it may be requisitioned from the appropriate SM according to chapter 9 of this TO.

3-7.9 Reclamation Removal Package Library. (Authorized only for the Aerospace Maintenance and Regeneration Center - AMARC.) These packages are developed at AMARC for use in removing assets from reclaimed aircraft.

3-7.10 Work Package Libraries. Selected depot and intermediate maintenance manuals contain work packages (WPs) for specific tasks. Maintenance organizations are authorized to establish individual work package libraries at their option. This includes reproducing work packages and distributing them internally to designated work stations. It is the responsibility of the using maintenance organization to develop local instructions to ensure that individual work package libraries are properly maintained.

3-8 TOs TEMPORARILY ASSIGNED TO INDIVIDUALS.

Job-related TOs are authorized for assignment to individuals such as missile crew members, crew chiefs, system specialists, supervisors, research and development personnel, and others having justified requirements for personal-use copies. TOs temporarily assigned to individuals are not the property of the individual since they belong to the library from which they were distributed. Library custodians must keep accurate records of individually assigned copies. The individual will maintain the copies in current status; they are subject to inspection. Upon transfer or separation, the individual is required to return the copies to the appropriate library. Personal copies of Flight Manual Program (FMP – AFI 11-215) publications are given to pilots and flight crew members on active flying status.

3-9 LOCATION AND USE OF LIBRARIES; USE OF BINDERS.

3-9.1 TO libraries will be maintained in convenient locations for immediate reference by all using personnel. Activities maintaining a TO library will use a charge-out system to account for TOs removed from the library area. TOs will be filed in any type of binder which will protect and facilitate the use of the TO.

NOTE

Schematics may be laminated with a protective plastic covering, appropriately cross-referenced from the TO, and kept in a designated location when not in use.

3-9.2 Binders will be labeled to indicate contents. Optional markings, such as office symbol or type of

equipment covered, may be included. For TOs not restricted to fixed libraries, the label should contain information on accountability (e.g., name of individual to whom issued, kit number, account to which assigned, or assigned local control numbers).

3-9.3   The AFTO Form 32 may be used to label standard 8 1/2 x 11 TO binders.   Forms are available through normal forms supply channels and are authorized for computer generation, providing the CG version conforms to the published version.

3-10   FILING TOs.

The method of filing must facilitate locating and maintaining TOs.   TOs are normally filed in TO index or alphanumeric sequence.   TOs requiring nonstandard size binders may be filed separately within the library. Classified TOs will be filed in accordance with DoD 5200.1-R and AFI 31-401.

3-10.1   A cross-reference sheet will be used to show the location of all TOs filed or stored away from the primary library.   A cross-reference will be used when the sequence of TO numbers in a library is broken due to filing TOs in non-standard size binders.

3-10.2   When TOs are used together as a set the MAJCOM or unit may allow filing the sets in set binders numbered as "SET (X) of (Y)."

3-10.3   Each unit is authorized to devise its own method for filing Inspection Workcards, Code Manuals, TO Checklists, 33K and 33L Series TOs.

3-10.4   Renumbered TOs. When a TO has been renumbered, the old number will be lined out in ink on the title page, the new number inserted, and the TO filed in the new number's correct sequence.

3-10.5   Commercial   Publications. Commercial publications with TO numbers assigned may be filed with other TOs or in a separate library. Identifying Technical Publication Sheets (ITPS) will remain with the publications. Base local purchase commercial publications will not be filed with TO-numbered commercial publications.

3-10.6   Preliminary TOs (PTOs). PTOs will be filed in sequence with formal TOs.

3-10.7   Other Preliminary Data. Preliminary publications may be shipped with newly acquired equipment for use until receipt of the formal TO or the approved commercial manual according to TO 00-5-1.   Preliminary data was formerly called "PACK-UP DATA" - this term is no longer used. File this data as locally determined, and establish ID requirements for the formal TO. All extra copies of commercial manuals will be returned to the appropriate TO Manager. Contact the TO Manager for guidance on extra copies of other manuals.

3-10.8   Mixed Media TOs. Each unit will devise and document its own method of maintaining mixed media files (e.g. a CD-ROM TO with paper supplement), should the use of mixed media become necessary.

3-10.9   Other DOD Component Technical Manuals. DOD TMs assigned Air Force TO numbers will be filed like any other TO.

3-11   POSTING TOs.

"Posting" is the process of incorporating updates into individual TOs within a library to ensure they are maintained current and accurate for use.

3-11.1   Authorized Updates. Only update types listed in TO 00-5-1 are authorized for use. Questions about receipt of any other technical documents should be referred to the appropriate TO Manager. Interim Message Changes (IMCs) are not authorized.

3-11.2   Supersedure Notices. Check the supersedure notice (referred to in TO indexes as "replacement notice") on the TO update's title page to ensure that only those supplements and pages being superseded are destroyed. If the supersedure notice states that only part of a TO is superseded, that part will be removed. If it cannot be removed, it will be marked out and a notation reflecting the update number that superseded the marked portion will be made on the title page.

3-11.3   Foldout Pages. Fold out pages collated at the back of a new basic, revision, or change will be posted in the sequence listed in the List of Effective Pages (LEP).

3-11.4   Interim TOs. Interim TOs (ITOs) will be posted in inverse numerical sequence (highest number on top) in front of the TO title page.

3-11.5   List of Effective Pages (LEP) Checks. LEP checks are a comparison of the page and change numbers on each page of a TO with the data on the LEP (or "A" page). LEP checks are **mandatory** when changes and revisions to paper TOs are posted. When changes are posted, only the changed pages are checked. All pages in the TO must be checked against TO "A" page when a revision is posted and when an LEP check is performed as part of an annual check.

3-11.5.1   LEP checks on digital TO files are only required when the TODO/TODA electronically posts (merges) a digital TO change file into the baseline TO files, to verify that the two files were properly merged (no pages omitted, duplicated, inserted in the wrong place, or deleted pages left in the files). The LEP check must be performed using the TO's intended viewing software application (do not print a copy of the TO files to perform the LEP check).

3-11.5.2 The date of the LEP check and the reviewer's initials as well as any discrepancies (missing pages, improper printing, etc.), will be annotated on the title page or LEP. For digital TO files, enter this data in the Remarks window of the corresponding ATOMS record for the TO. LEP discrepancies will be reported to the TO Manager shown in the TO index by any means, including "correction-type" AFTO Forms 22. Discrepancies on PTOs will be reported to the TO Manager's office indicated on the title page of the PTO.

NOTE

Blank pages might have been omitted from digital TO files. This could create an apparent discrepancy between the LEP total number of pages and the electronic files page count. This is NOT a reportable discrepancy.

3-11.6 Posting Time Limits. All TOs will be posted within five work days from date received by the library custodian with the exception of the following:

3-11.6.1 Interim TOs (ITOs) will be posted in the affected TO prior to use.

3-11.6.2 TOs issued to individuals will be posted prior to operating or maintaining equipment.

3-11.6.3 TOs assigned to a TDY aircraft will be posted within three days of its return to home station.

3-11.6.4 Computer program operator's manuals received prior to receipt of related computer programs will be held for filing until receipt of applicable media. Superseded manuals and related programs will be used until both the new programs and companion manuals are received and verified.

3-11.6.5 Air Force Reserve Command (AFRC) units, which are fully staffed only two days a month, will post routine TOs, changes and revisions during those two days. Routine and annual checks may also be performed during these two days. Interim TO safety and operational supplements and immediate and urgent action TCTOs will be posted by permanent party personnel within two work days after receipt.

3-11.6.6 Routine updates to TOs maintained at unattended Communication-Electronic (C-E) sites will be posted prior to use of the affected TOs.

3-11.6.7 Updates to TOs in training classes do not need to be posted to student copies between classes, but applicable TOs will be updated before the start of each new class and will be maintained current during the class.

3-11.6.8 When time permits, updates to deployed TO dispatch kits will be forwarded to the deployment area. Deployed personnel will post the updates within five work days after receipt. Updates not mailed to the deployment area will be posted within five work days after kits are returned to home station.

3-11.6.9 When time permits, home stations will forward TO updates to TD instructor personnel on extended TDY, who will post TOs within five work days of receipt. Otherwise, the instructors will post TOs within five work days after return to their home station.

3-11.6.10 TOs and updates with effective dates will be distributed immediately upon receipt; however, existing TOs in the active library will not be updated or replaced until the effective date.

3-11.7 Revisions.

3-11.7.1 The title page, including the "supersedure notice" will be checked against the title page of the superseded TO.

3-11.7.2 If no discrepancy exists, the old TO will be removed and the revision posted. When checked data are not in agreement, the discrepancy must be resolved; contact the appropriate TO Manager if necessary. Posting will be completed if possible, and discrepancies will be annotated on the LEP.

3-11.8 Changes (Including Rapid Action Changes - RACs).

3-11.8.1 The basic date on the title page of the change will be checked against the basic date of the title page to be replaced. Annotations will be transferred from the old to the new TO title page, as required. The changed and added pages will be inserted into the TO. The replaced and deleted pages will be removed and destroyed according to the Handling and Destruction Notice, when applicable.

3-11.8.2 Changes received for missing basic TOs will be held (not posted) until receipt of the basic. Records will be checked to ensure that initial distribution requirements for missing TOs have been established and that missing TOs have been requisitioned.

3-11.8.3 If an earlier change is missing, the later change on hand will be held for receipt of the missing change. The TO title page will be annotated to reflect the missing change. The missing change or complete basic TO, as appropriate, will be requisitioned and records checked to ensure that ID requirements have been established. When the missing change is received, all changes will be posted.

3-11.8.4   When a page is listed on the LEP as a changed page, but the change number has been omitted from the supposedly changed page, request clarification from the TO Manager.

3-11.8.5   When a changed page is received that is not listed as such on the LEP, the correct page listing will be written in the proper place on the LEP.

3-11.8.6   When the LEP reflects a changed page which is not included in the change, the LEP will be marked "page not received with change." The page which was supposed to be replaced will also be marked, and the TO Manager will be notified.

3-11.8.7   When a change is received with a publication date later than the date reflected on the LEP, the LEP will be corrected.

3-11.8.8   If the basic date on a changed title page does not agree with the basic date in the library, the TO index will be checked to determine the correct basic date and appropriate action will be taken to obtain the correct TO or correct the discrepancy.

3-11.8.9   Changes to some new TOs may contain a "Change Record" page to provide a permanent change record. The change record page will be posted as the first right-hand page following the LEP.

3-11.8.10   When a change to the TO supersedes TO Page Supplement (TOPS) pages that are part of a cumulative TOPS, line out the superseded TOPS and its data pages and indicate supersedure by the TO change on the TOPS LEP. Remove superseded data pages.

3-11.8.11   RACs will be merged with digital TO files by the TCM or TO Manager, and the merged file (along with a copy of the RAC itself) will be uploaded on an Internet FTP site for distribution. Users will be notified by message of the FTP site, and will download the appropriate files for redistribution to their TODAs. For users of paper TOs, the RAC file will be printed and/or copied double-sided for posting like any other TO change. For digital TO users, the merged digital file will be used in place of the previous digital version. LEP checks are not required for the merged digital file.

3-11.9   <u>Supplements.</u>

3-11.9.1   Supplements are integral parts of the basic publication and will be maintained in all libraries where the basic is required. EXCEPTION: When supplements are assigned a security classification higher than the classification assigned to the basic, each may be filed separately according to its classification.

3-11.9.2   Reference to supplements will be made on the title page of the basic manual. Reference to TCTO supplements will be made on the first page of the basic TCTO. Reference to a supplement to an individual maintenance work package will be made on the title page of the basic TO. When the work package is separated from the basic TO, reference will also be made on the title page of the work package. If a supplement is missing, the latest title page will be annotated to reflect the missing supplement. To indicate that a particular paragraph is supplemented, circle the paragraph number and write the supplement number next to the paragraph in pencil. Do not obliterate or physically remove deleted or replaced paragraphs and pages from the TO unless specifically directed to do so by the supplement. Supplements (except Emergency IOS/ISS, and MAJCOM and Base Supplements – see TO 00-5-1) are not authorized for use with digital TO files.

3-11.9.3   Supplements to aircraft flight manuals need not be referenced on the title page. Each flight manual and flight manual supplement contains a status page which lists all outstanding supplements as of the publication date. Annotating items in Flight Manual TOs is mandatory in accordance with AFI 11-215.

3-11.9.4   Safety and operational supplements will be posted in reverse numerical sequence in front of the title page of the basic manual (and any applicable TOPS title page) regardless of the type of manual. When a single block of sequential numbers has been used to number both types of supplements, they will not be separated by type; otherwise, the safety supplements will be posted in front of the operational supplements. The supplement status page will remain with the supplement.

3-11.9.5   If work packs are filed separately from the basic TOs, a copy of applicable safety and operational supplements must be posted with each work pack.

3-11.9.6   MAJCOM and base supplements will be posted in alphanumeric sequence following the basic publication with MAJCOM supplements first and base supplements next.

3-11.9.7   ANG units may file gaining MAJCOM supplements with the TO marked for reference only, or elsewhere in a reference library.

3-11.9.8   Temporary pages to checklists and workcards received with a supplement to the TO or Flight Manual will be posted in accordance with the instructions provided in the supplement. Receipt of these temporary pages will not be recorded in ATOMS.

3-11.9.9 If TO users determine that a TO has become a problem due to the number and character of supplements, they should notify the weapon system OPR at their parent MAJCOM of the problem. The parent MAJCOM, if not Lead Command for the Weapon System, will notify the Lead Command and request them to notify the Single Manager (SM). The SM will direct a TO review to verify the problem and determine the most effective remedy (change or revision).

3-11.10   TO Page Supplements (TOPS).

NOTE

TOPS are not usable in digital TOs because they cannot be viewed as "facing pages." Therefore, TOPS will not be used to update TOs for any reason. Information formerly provided in TOPS will be included in regular TO changes. The following information is provided to allow posting of those TOPS still in existence.

3-11.10.1   TOPS may be an accumulation of data from several TOPS (cumulative), or be independent. A new cumulative TOPS will contain only new or changed TOPS data pages. Unchanged TOPS data pages previously issued will not be reissued. Users shall not remove the unchanged TOPS pages from TOs. Perform a LEP check prior to posting to ensure the TOPS is complete.

3-11.10.2   The TOPS title page will be filed in front of, and facing the same direction as, the existing TO title page. The title pages of active TOPS are posted in reverse numerical sequence in front of the basic title page (cumulative TOPS title pages supersede previously issued title pages).

3-11.10.3   The TOPS data pages will be posted facing the affected TO page.

3-11.10.3.1   When pages from more than one TOPS affect the same TO page, they will be posted with the most recent TOPS page directly facing the affected TO page (TP-3 on top of TP-2, etc.).

3-11.10.3.2   When the data supplementing an individual page cannot be accommodated on a single TOPS page, the TOPS continuation pages will be posted opposite the supplemented page in ascending sequence. For example, when supplementing page 3-10, TOPS page 3-10 will be posted facing page 3-10. TOPS continuation page 3-10.1 will be posted behind TOPS page 3-10, etc. When a TOPS continuation data page is superseded by another TOPS continuation data page with the same page number, the new page will be posted in page number sequence instead of TOPS number sequence.

3-11.10.4   Annotating the TO paragraphs or sentences affected by a TOPS is a MAJCOM option.

3-11.10.5   TOPS pages will not be removed from active TOs unless the TOPS is listed in the supersedure notice on the title page of a standard change, TOPS, supplement, or revision; or the specific TOPS number appears as deleted or replaced in the TO index or latest TOPS title page.

3-11.11   Appendixes. Appendixes are continuations of basic TOs and are posted in alphanumeric sequence following the basic TO or the preceding appendix.

3-11.12   Identifying Technical Publications Sheets (ITPS). ITPS are issued to identify a change or supplement to a commercial or contractor manual, and are numbered as routine supplements. Upon receipt of an ITPS, annotate the TO number in the upper right corner of the basic manual's title page if it is not already shown. Reference the supplement on the title page. Post any insert pages within the manual. Post ITPS in alphanumeric (or date) order immediately following the basic publication.

3-11.13   Department of The Army (DA) Publication Changes. Changes to unbound (loose-leaf) DA publications are normally issued on a replacement page basis, and are handled like Air Force TOs. Changes to DA bound publications will be posted intact in numerical sequence following the basic publication.

3-12   AUTOMATED TECHNICAL ORDER MANAGEMENT SYSTEM (ATOMS).

The Automated TO Management System (ATOMS-TO 00-5-2-102, Application Program and User Guide) will be used to establish and maintain records for all TOs required and distributed to organization shops and offices serviced by a TODO. Air Force TO Distribution activities (TODOs/TODAs) that provide TO distribution services to subordinate accounts will use the latest version of the ATOMS program. The ATOMS program incorporates the functionality of previous manual forms and processes: AFTO Forms 110, 110A and B, 131 and 187. See chapters 7 and 10 for options applicable to Nuclear Weapons and EOD TODO activities.

3-12.1   Obtain TO 00-5-2-102, ATOMS Program Application and User Guide for program installation, set up and operating instructions. This TO (program installation and User Manual document files) is included in the set of digital TO files contained on TO 00-CD-1 or may be downloaded from URL http://www.pdsm.wpafb.af.mil/toprac/atoms.htm. Distribution of the ATOMS is unrestricted (Distribution Statement A).

3-12.2 The organization's TODO will create a separate ATOMS AFTO Form 110 record (figure 3-3) for every TO or TCTO Series Header required or on hand in the organization's TO libraries. The ATOMS may also be used to establish records for Computer Program Identification Number (CPIN) software media. Refer to TO 00-5-16 for information about the CPIN system.

NOTE

As an option, separate AFTO Form 110 (Part 1) records may be added for each TCTO in addition to the TCTO Series Header record, and/or for safety or operational supplements released against flight manual publications.

3-12.3 The ATOMS program will be used by the TODO to prepare TO Publication Request (TOPR) data files for electronic submission to the Tinker Intersite Gateway. Transferred files are then uploaded to the JCALS system for processing.

NOTE

Although the ATOMS can generate a CPIN request file, CPIN requests may not be submitted using TOPR file submission practices described in this TO. Refer to TO 00-5-17 for information about the CPIN system.

3-12.4 ATOMS records for TOs on order and on hand in organization TO libraries are routinely compared with information published in TO Indexes (paragraph 3-14) to ensure up-to-date TOs are on hand or on order in organization libraries. ATOMS records will be used directly (AFTO Form 110, Part 3) or indirectly (ATOMS generated listings) by TO library custodians to inventory shop or office TO libraries. Documentation of these checks will be made according to paragraph 3-14.5.

3-12.5 All TODOs, both government and commercial, must use ATOMS to submit TO Publication Requests (TOPRs) unless otherwise exempted by this TO. ATOMS must be set to generate a JCALS-format TOPR, using the ATOMS Utilities Menu, Option 3 - Change System/TO Request Format.

3-13 USE OF THE ATOMS.

The ATOMS program has five functions; Account Files, AFTO Form 110, TO Request, TODO Listings and Utilities. The purpose and use of each of these functions is described below. Refer to ATOMS User's Guide, part of TO 00-5-2-102, for detailed operation instructions.

3-13.1 Account Files - TO Distribution Account Custodian Records. This function provides a TODO or TODA capability to establish and maintain a current list of organization accounts/subaccounts, locations, telephone numbers and custodian names.

3-13.1.1 An ATOMS record for the Account must be created before an ATOMS record may be established for that Account's TO requirements.

3-13.1.2 Add Accounts. Enter office symbol, location and phone number of the organization office or shop and information about the primary and alternate TO Distribution Account/Sub-account custodian (contact point). Enter a date when annual inventory of the Account's TO library will be due.

3-13.2 ATOMS v4.3 AFTO Form 110 (figure 3-3) - Account TO Requirements and Distribution Records. This function is an automated version of the paper AFTO Form 110 manual process. It contains detailed Account TO requirements and distribution records in four parts. The purpose and function of each of these parts is described below.

3-13.2.1 Part 1, ID Requirements and TO Sets/ CPINS on Hand. A Part 1 record is created for every TO that is required or on hand within the organization serviced by the TODO. The Part 1 record shows which Account (shop/office library) has an ID requirement for the TO as well as the number and status of TOs on hand.

3-13.2.1.1 If no record exists for a particular TO, a record for the TO is added. The Accounts that will have ID Requirements for the TO are then added. The record for the TO will include TO classification, distribution symbol, status and the month scheduled for annual review of the record.

3-13.2.1.2 The number of TOs on hand and status are automatically updated from the Part 3 record when receipt and distribution of a TO increment is documented. However, this information may be changed as required. The "Shortage" field indicates the status of TOs on Hand. A minus sign (-) is entered when a TO on hand has an increment missing. No entry is required when an entire TO is missing. No quantities are entered in this block.

3-13.2.1.3 A "Remarks" function is available from any Part of the AFTO Form 110 to record TO Index Routine and Annual check documentation. The Remarks function is also used to record important information about the distribution of the TO.

3-13.2.2 Part 2, Initial Distribution (ID) Quantities Submitted. The Part 2 is a record of Account TO ID changes (increases and decreases) submitted. For each account, increase or decrease in ID is entered. The TO's ID quantity is automatically adjusted and a corresponding TOPR database record created when the Part 2 record is completed. The ATOMS user is then given the option to update the Part 4 to create a distribution request record

and corresponding TOPR database one-time requisition quantity for the TO.

3-13.2.2.1   G022 Format (only applicable to NW TODOs). When new Part 2 records are added, the TO Request Number and Date fields will contain the number and date established on the G022 TO Request "G022 Setup" screen. After the corresponding TOPR file is prepared and submitted, the next TO Request Number and Date should be entered before creating new Part 2 ID records.

3-13.2.2.2   JCALS Format. When new Part 2 records are added, the Requisition (Rqn) serial number (S/N) and Rqn Julian Date are automatically computed and entered. The Rqn S/N restarts with "0001" on each Julian date.

3-13.2.3   Part 3 - Initial Distribution Record. The Part 3 is a record of receipt (full or partial) and distribution to Accounts of TCTOs, TO revisions, changes, and supplements in response to established ID requirements.

3-13.2.3.1   Part Three database records (lines) for each TO/TCTO Series Header record should be added or deleted as necessary to show only the most current active revision, change and supplements for the TO. This information is included in the TO Series Inventory by Accounts that sub-account custodians must have to maintain their TO library's current. Enter the basic TO/TCTO Series Header number in the first database record (line). When changes are received, enter ("add") only the latest change in the next record for that TO. In subsequent records enter the suffixes of all current supplements received. Delete records for superseded changes or supplements and rescinded TCTOs. When interim supplements are received, enter an "I" in front of the number. When a revision is received, enter "REV." When TCTOs are received, either enter them under the TCTO Series record or establish a new ATOMS record for the TCTO. If a TCTO is not required, enter "NR" in the TO Increment field of the TCTO Series record.

3-13.2.3.2   When the quantity received is less than indicated on the ID (shipping) label, follow procedures for handling ID shortages (paragraph 6-3.2).

3-13.2.3.3   Enter the date, classification, quantity, date received and Account distribution date for the TO increment received. The ATOMS automatically updates the appropriate Part 1 Account record TOs On Hand. If fewer TO Increments are received than required, enter the quantity distributed to each Account. The ATOMS will then compute the shortage and update the appropriate Part 1 Account record TOs On Hand and Shortage fields. A minus sign is placed in the Part 1 Shortage field for each Account not receiving the TO increment.

NOTE

When an error is made entering account distribution information into the Part 3 record, complete the record as it is; then change the record to fill the shortage. Then, delete the record and create a new Part 3 record after determining how the TO increment (less than required) will be distributed. This practice will ensure that the Part 1 record contains correct TO Status information.

3-13.2.3.4   When the shorted quantity is received, change the Part 3 record for the TO increment to fill the shortage. The ATOMS automatically updates the Part 3 to enter the date the missing copies are received and increases the appropriate Part 1 Account TOs On Hand quantity and removes the Shortage field minus sign.

3-13.2.4   Part 4, Requisition Distribution Record. The part 4 is a record of individual Account requisition actions and receipt of TOs. For each account, the quantity required is entered. The total number requisition is entered by the ATOMS and a corresponding TOPR database record created when the Part 4 record is completed. The Part 4 record must be changed when requisitioned TOs are received or when follow-up or cancellation of backordered requisitions is necessary.

NOTE

If ID for a TO is increased in Part 2 and the increase needs to be requisitioned, choosing to Update Part 4 from the Part 2 record will automatically create corresponding Part 4 and TOPR database records. In G002 format, if the ATOMS user chooses not to update the Part 4 from the Part 2, zeros will be entered in the G022 format TOPR one-time requisition quantity field.

3-13.2.4.1   When a complete TO is requisitioned (Basic and all active changes and supplements), enter the word BASIC. When a supplement is requisitioned, enter the supplement suffix (e.g., C, S-1, SS-2, TP-1 or -503 [TCTO number]). When a change is requisitioned enter "CHG" followed by the change number. The Requisition Serial number and Julian Date are automatically entered.

3-13.2.4.2   Change the appropriate Part 4 requisition record to record receipt of TO/TO increments, to follow up or to cancel backordered requisitions. Edit the appropriate Part 4 record to enter the date and quantity TOs/TO increments are received.

NOTE

Manually update corresponding Part 1 and Part 3 records. Update Part 1 Account TOs On Hand and Shortage and Part 3 Shortage information as required.

3-13.2.4.3 A Part 4 Follow up or Backorder requisition record will be created when the original requisition record is changed to indicate follow up or cancel requisition. A separate follow up requisition will be created immediately following the original requisition record. If cancel requisition is selected, the original requisition record is changed to reflect cancellation of the backorder. Backorder status code must be entered before a cancellation record may be created. The Part 4 FU/Cancel field will be automatically updated (F or C) when the record is completed.

3-13.2.4.4 Delete Part 4 records when requisitions are received.

3-13.3 TO Request - Preparing TOPR File to be Submitted. This function provides capability to set up, review and generate TOPR files. Review TO Request database records for accuracy before generating a TOPR file. The TOPR file generated may be viewed on screen, saved to a file or printed. The TOPR generated must be saved to a file before it can be electronically submitted. TODOs must limit ID and requisition transactions to one each per TO per day. Review the TO Request database (ATOMS TO Request Browse screen) prior to generation of the TO Request file, and combine multiple requisitions for a TO into a single requisition transaction for the total quantity desired. Multiple ID transactions must be combined into a single transaction for the desired total ID quantity. Refer to paragraph 4-5 for information concerning submission of TOPR files.

3-13.3.1 Set Up TO Request Header. Information required to prepare TOPR file headers is entered. When G022 format is selected, the TO Request Number and Date for TOPR records is also entered.

3-13.3.2 Browse TO Request Database. Database records may be reviewed and/or manually created at the TO Request Browse screen before TOPR file is generated.

NOTE

Refer to paragraph 3-13.6 and table 3-1 for detailed information to manually prepare JCALS format TOPR file.

3-13.3.3 Generate TO Request File. Two header records are generated containing information necessary for processing of the TOPR file by the Tinker Gateway when the TOPR file is submitted. The

TOPR file may be viewed on screen, saved to file or printed. The TOPR must be saved to a file before it may be electronically submitted for processing (paragraph 4-5).

3-13.3.4 G022 Format TO Request Files. NW TO TOPR files may be generated, using the G022 format. These TOPRs must be printed and mailed to SA-ALC/NWTD according to chapter 7. TO Request database records for previously generated and submitted TOPR files may be retained in the G022 TO Request database until specific action is taken to delete them. Records for a G022 format TOPR files are selected from the G022 TO Request database based on TO Request number entered on G022 TO Request Setup screen.

3-13.3.5 JCALS TO Request Files. Unlike G022 format operation, there are no options for separate E symbol (E), CPIN (C), or Preliminary (P) TO requests. E-Symbol and Preliminary TO request transactions can be included with regular TOs in a single TOPR file. E-Symbol TO requests (ID or requisition), are forwarded to the responsible TO Manager by the JCALS system in an electronic workfolder. The TO Manager will accept or reject the request once he receives appropriate justification from the TODO (separately provided). CPIN Requests cannot be prepared when ATOMS is set for JCALS format operation. Finally, once a JCALS format TOPR is prepared (saved to file), corresponding TO Request database records are automatically deleted. However, ATOMS provides users the option to retrieve the most recently generated JCALS Format TOPR file data.

3-13.3.6 TOPR File Submission and Processing. Do not change the TOPR filename extension. The receiving communications system keys on filename extension (*.tpr) for correct processing. The TOPR file is then forwarded to the JCALS system depending upon information contained in the TOPR file header records.

3-13.4 TODO Listings - Information for Record and Account Management. Eleven different listings designed for ATOMS record or Account TO library management may be generated. All listings may be viewed, saved to a file or printed. Listings are generated as ASCII text files and may be modified to supplement information provided.

3-13.4.1 TO Series Inventory Listing (TOs on Hand). This listing provides AFTO Form 110 Part 1 and Part 3 information for a single TO, a series of TOs or for all TO records.

3-13.4.2 TO Series Inventory by Account. This report contains similar information as the previous listings except that it can be generated for a specific account. This listing is generated and provided to

Accounts serviced by the TODO periodically as a record of TOs in the Account's TO library. This listing is also used by Account TO library custodians to inventory their TO library.

3-13.4.3 <u>Distribution/Receipt.</u> The Receipt listing is generated to show information about TOs that were received (Part 3) for a specified period of time. The Distribution listing is generated whenever TOs are redistributed to accounts. It is typically provided along with the TO/TO increment(s) distributed to the account.

3-13.4.4 <u>Annual Review.</u> These listings provide information to schedule ATOMS record and TO library inventory checks. Annual Review by Index and by TO listings are used to schedule annual ATOMS record checks. Annual review by Index shows the month chosen (Part 1) for annual review of ATOMS Records for TOs covered by the designated TO Index. Annual review by TO is similar except it is limited to a specific TO. Annual Review by Account shows the month (Accounts Menu option) when an Account's TO library is due annual inventory check.

3-13.4.5 <u>Display Deletes and Rescinds.</u> This listing shows TO numbers for all TO records (Part 1) where the Status is Deleted or Rescinded. The listing may be generated to show TOs deleted or rescinded prior to a specified date or all TOs with deleted or rescinded status.

3-13.4.6 <u>Display TOs that Require Follow Up.</u> This listing shows all requisition records (Part 4) where requisition dates are older than 60 days and that do not contain backorder status or date received.

3-13.4.7 <u>AFTO Form 110.</u> This listing shows all AFTO Form 110 information for specified TO/TO Series or for all TOs.

3-13.4.8 <u>Code Selected Reconciliation List (CSRL).</u> This listing corresponds to the Account Reconciliation Report (ARR) produced by JCALS, and is used to aid TODOs with conducting annual or periodic reconciliation of their accounts with JCALS records.

3-13.4.9 <u>TO/Classification/Symbol.</u> Separate listings may be generated that show information about all TOs in the ATOMS or all TOs with specified classification or distribution symbol.

3-13.4.10 <u>Part 4 TO Request Status.</u> This listing shows TO/TO increment requisitions (Part 4) that contain a backorder status code and that have not been received.

3-13.4.11 <u>Requisition Status by Account.</u> This listing provides requisition information for TO/TO increments on order for a specified Account.

3-13.5 <u>Utilities - Tools for System Function or Operation.</u> ATOMS Utilities provide capability to set up system operation, maintain ATOMS databases and modify system features.

3-13.5.1 <u>System Operation and Set Up.</u> Options for selecting System/TO Request format and for entering TODO (G022) and TM Account (JCALS) numbers are provided. An option is provided that enables the user to examine ATOMS master TO database for duplicate records (ID, distribution and requisition date may appear to be in error if duplicate TO records exist). The user also has the option to view and modify TO classification and TO distribution symbols.

3-13.5.2 <u>Database Maintenance.</u> Two utility options are provided to Pack and Re-index ATOMS databases. ATOMS databases must be periodically re-indexed and packed (at least annually) to ensure error free operation of the ATOMS.

3-13.5.3 <u>System Features.</u> Utility options are available to change the current date used by the ATOMS, change system color scheme and to select dot matrix or laser print driver.

3-13.6 <u>JCALS Format TO Request Description.</u> A JCALS TO Request generally conforms to MIL-STRIP format and practice with one very significant difference: the TO number may be appended to the end of an 80 position MILSTRIP request. This design enables AF TODOs to establish ID or one-time Requisitions for TOs, TCTO Series, TCTOs or TO Supplements without having to know (look up) the corresponding JCALS Publication Stock Number (PSN) assigned to it. See table 3-1, JCALS Format TO Request Record Layout, for a description of each data element of the JCALS form TO request.

3-13.6.1 JCALS does not support dual actions, ID and Requisition, on a single transaction (Rqn S/N). Therefore, separate transactions are required to establish or change ID and to requisition corresponding quantities of the TO. The Document Identifier field for all ID and one-time Requisition transactions is A0D. ID and one-time Requisition transactions are identified using unique Demand Codes: an asterisk (*) identifies ID transactions while "N" identifies one-time requisition transactions. Back-order cancellation or follow-up requisition transactions, whether automatically generated by the ATOMS program (from AFTO Form 110 Part 4 entry), or manually created, utilize the same document number (TM Account, Julian Date and Serial Number of Request) as the original (A0D) transaction however the Document Identifier will be AC1 and ATD respectively.

3-13.6.2 A TO may be requested using the TO Number only or the JCALS assigned Publication Stock Number (PSN) and Routing Identifier Code (RIC). The PSN is the stock number assigned to a TO and the RIC code identifies the Inventory Control Point where the TO is managed and stocked (managing ALC). Depending upon stock control practices at the ICP (managing ALC) for a TO, individual TO Change increments may be ordered using the PSN for that increment. However, individual TCTOs and TO Supplements may continue to be ordered (automatically from AFTO Form 110 Part 4, or manually from the TO Request screen) using the TO number only. Use ATOMS to manually prepare a JCALS format TOPR request for the TO Change using the PSN only for the Change.

3-13.7 Status of TOs. Rescinded, canceled, or deleted status will be made in the Part 1 record for the TO. Enter information indicating that the TO was renumbered or replaced in the Remarks function for the affected TO. These records should be checked against the next revision of the TO index in case the TO is reinstated. If TOs are not listed or 18 months after their inactive status was listed, the AFTO Form 110 record may be deleted.

Table 3-1.   JCALS Format TO Request Record Layout

Record Position	Length	Format	Field Name/Range of Data Value
1-3	3	AN	**Document Identifier:** Required field (automatic or manual entry). **AOD** - requisition for shipment (all) **AC1** - cancellation by requisitioner **ATD** - follow-up (process as requisition if original requisition not received)
4-6	3	A	**Routing Identifier Code (RIC):** Left blank if TO Request will contain TO Number. If used, Request must also include the PSN for the TO. **FH8** - OC - Tinker AFB, OK **FL7** - WR - Robins AFB, GA **FP7** - SA - Kelly AFB, TX **FF7** - SM - McClellan AFB, CA **FG7** - OO - Hill AFB, UT
7	1	AN	**Media and Status Code:** Will always default to "L." **L** - Exception supply/shipment status to requisitioner by readable document.
8-22	15	N	**Publication Stock Number (PSN):** Left blank if TO Request contains TO Number. If used, Request must also include the RIC.
23-24	2	A	**Unit Of Issue:** This will always be "EA"
25-29	5	N	**Quantity:** Required field (automatic or manual entry). Right justified and zero filled.
30-35	6	AN	**TM Account:** Required field (automatic or manual entry). Unique number assigned by JCALS. For AF organizations, this will be F* followed by a four digit alpha-numeric code.

Table 3-1.   JCALS Format TO Request Record Layout - Continued

Record Position	Length	Format	Field Name/Range of Data Value
36-39	4	AN	**Julian Request Date:** Required field (automatic or manual entry). Format: YJJJ **Y** - last digit of the year requested. **JJJ** - Julian day of year requested.
40-43	4	N	**Serial Number of Request:** Required field (auto or manual entry). Four digit sequence number. Each day starts with 0001
44	1	AN	**Demand Code:** Required field (automatic or manual entry). * - Initial Distribution (ID) new, increase or decrease **N** - non-recurring demand (one-time requisition)
45-50	6	AN	**Supplementary Address:** Optional field. (automatically entered) **Y_TTTT** - where TTTT = TODO number
51	1	AN	**Signal Code:** **D** - No billing required (Free issue) This will always be set to "D"
52-53	2	AN	**Fund Code:** Not used. Filled with spaces.
54-56	3	AN	**Distribution Code:** Not used. Filled with spaces.
57-59	3	AN	**Project Code:** Not used. Filled with spaces.
60-61	2	N	**Priority Code:** The default value will be **15** (routine urgency). May contain additional values pending processing impacts but for now, always process as 15.
62-64	3	AN	**Required Delivery Date:** Not used. Filled with spaces.
65-66	2	AN	**Advice Code:** Normally blank. If used, Codes must be manually entered. **Possible values:** 2L, 22, 2C, 2G, 2T, 2J, 2W, 31, 32, 33.
67-80	14	AN	**Filler:** Not used. Filled with spaces.
81-120	40	AN	**TO Number:** Requests must always include a TO Number unless a PSN and RIC is provided instead.

Format Legend: A = alpha character; AN = alpha-numeric character; N = numeric character.

3-13.8   When transfer of TOs between accounts causes individual account ID requirements to change but total ID requirements remain the same the transfer will be recorded in the ATOMS records of the TODO or TODA servicing the account. Check and update Part 1 to verify Account data was properly changed. Transfer of TOs between accounts may also affect transaction such as ID shortages and requisitioned TOs pending receipt recorded in Parts 3 and 4. Account numbers affected will be changed accordingly.

3-13.9   Optional Entries. Entries such as the activity indicated in the storage and issue column of the TO indexes, Central TO Control Unit, etc. may be made in Remarks area of the affected TO record.

3-13.10   Preliminary TOs (PTOs). When an AFTO Form 110 record is for a PTO, the distribution symbol for PTO (P) will be entered in the Part 1.

3-13.11   Locally Prepared Wordcards. ATOMS AFTO Form 110 created for locally prepared workcards and checklists (TO 00-5-1, chapter 3) may be part of the TODO/TODA primary ATOMS installation or may be maintained in a separate ATOMS installation.   If desired, a distribution symbol for locally prepared technical data may be developed in ATOMS.

3-13.12   Work Packages. ATOMS AFTO Forms 110 will be used for records of individual maintenance work packages.   Enter "WP" or "SWP" and the work package number or subordinate work package number in the Remarks area for the affected TO number.   Account numbers already assigned may be used or they may be changed to identify the various work stations serviced by the TODO/TODA.

3-14   CHECKING TO ACCOUNT DISTRIBUTION RECORDS AND LIBRARIES.

3-14.1   General. After TO libraries and corresponding ATOMS account Distribution Records (AFTO Forms 110) are established, they must be periodically checked to ensure that the account records are accurate and that TOs are complete and current. Account records are checked against applicable TO indexes. The contents of TO libraries are checked against current ATOMS TO Series Inventory by Account listings or Part 2 of TO Indexes. Rescinded TO and reference TO libraries are exempt from these checks. The currency of TOs in training libraries is based on the criteria set forth in paragraph 3-7.6.

3-14.2   Routine Checks.

3-14.2.1   Routine checks of ATOMS account records are performed by all TODOs and TODAs

required that maintain ATOMS records, within one month of a TO Index revision. (If the routine check is performed using the Internet Index update, there is no need to repeat the check using the CD-ROM version updated at the same time.) Check Part 1 of the revised TO Index to ensure that ATOMS records show that all newly-updated TO increments have been received (AFTO Form 110 Part 3) or are on requisition (AFTO Form 110 Part 4) (see Note below).   Update the ATOMS records to reflect changes to the status of TOs (rescinded, renumbered, replaced or superseded); and requisition missing TOs/TO increments as required. Prepare an updated ATOMS TO Series Inventory listing and provide it to affected sub-account custodians. Circulate a copy of the TO Index CD-ROM to custodians who cannot access the Internet and are not on ID for the CD so they may perform their portion of the routine check.

NOTE

- TO indexing practices have changed because of JCALS implementation. TO Managers enter information about new TOs and updates into the JCALS indexing function before they are published. Since the Internet Index Application is updated monthly, information about new TOs and TO updates will precede actual distribution (a reversal of the situation with the G022 system). DO NOT order missing TOs or updates for at least 60 days (90 days for overseas TODOs) after they first appear in the index. This will allow sufficient time for printing and distribution.

- TO and change dates shown on title pages indicate when the TO/update date was "frozen" for publication. These dates do not reflect when the TO/update is distributed.   Delays encountered in publication sometimes make the initial distribution appear to be weeks or even months late.

3-14.2.2   Sub-account custodians must review Part 1 of the TO Index Application at least quarterly, and request the TODO to order any newly published TOs required to support the assigned mission.   Custodians will also notify the servicing TODA or TODO of deleted or reduced TO requirements. The custodians will prominently mark the title pages of "incomplete" and "superseded" TOs. Superseded TOs may be retained in the library at the discretion of the unit commander, pending receipt, documentation, and filing of superseding TOs.

3-14.3   Annual Checks.

3-14.3.1 Annual TO account record checks are performed once during the year by all TODOs and TODAs that maintain records. The TODO/TODA may stagger the check schedules throughout the year by TO Category or by another locally-devised grouping. AFTO Form 110 Part 3 records are checked against Part 2 of the TO Index. ATOMS records are updated, and missing TOs and TO Increments are requisitioned as required.

3-14.3.2 TO library custodians perform annual library inventories once during the year. The contents of TO libraries are checked against ATOMS TO Series Inventory by Account listings provided by the servicing TODO or TODA, or against Part 2 of the governing TO Index, to ensure TOs contained in shop/office TO libraries are current and complete (current basic and all increments posted). When there are too many TOs in a library to permit inventory during a single month, the library custodian may establish an incremental schedule to ensure a complete inventory of all TOs within the year. See notes following paragraph 3-14.2.1. Procedures specified elsewhere in this chapter will be used as required to correct deficiencies. LEP checks **may** also be required (see below).

3-14.4 Annual LEP Checks. LEP checks (see paragraph 3-11.5) are **optional** during annual TO library inventory checks (MAJCOM or Base option), but are recommended for high-use paper-copy TOs (due to increased chance for lost or damaged pages). LEP checks performed during posting of a TO update may satisfy the requirement for an annual LEP check.

3-14.5 Documentation of Required Checks. Routine and annual account records checks are documented in the Remarks window of the corresponding ATOMS record for the Index TO (TO 0-1-CD-1). Users of the Internet TO Index Application will create a special ATOMS record (e.g., "TO index") for documenting routine checks. Library custodians may document their part of routine checks on the TO Series Inventory listing provided by the servicing TODO/TODA, if available. Library custodians will annotate annual library inventory checks on the ATOMS TO Series Inventory by Account listings (or corresponding ATOMS TO Index record). LEP checks are documented according to paragraph 3-11.5.2.

3-15 DISPOSITION OF TOS AND FORMS.

TOs, TCTOs, tapes, cards, checklists, workcards and library documentation removed from active libraries will be disposed of as follows:

3-15.1 TOs needed for special programs or projects may be kept in "Rescinded" or "Reference Only" libraries.

3-15.2 If the TO is "Unlimited Distribution," it may be placed in recycle or regular trash receptacles as a whole document. If it has a distribution limitation statement, it may be recycled by placing different parts of the manual in different recycling bins, or it may be torn into three or more pieces or shredded and placed in one bin, or it may be burned. Proprietary data should be shredded before recycling.

3-15.3 If the document is classified, destroy in accordance with DOD 5200.1-R and AFI 31-401.

3-15.4 Destruction of Digital Media. Some TOs and data may be provided on digital media (floppy disks, CD-ROM, magnetic tape, etc.). Media containing unlimited distribution data may be recycled as is. Media containing restricted distribution data must be "cleared" before recycling: floppy disks and hard drives must be reformatted; magnetic tapes must be erased; and CD-ROMs will have both surfaces scratched before recycling according to MIL-HDBK-9660. Media containing classified data must be handled according to DOD 5200.1-R and AFI 31-401. Instructions for destruction of non-nuclear Category 60 EOD TOs, Automated Explosive Ordinance Disposal Publication System (AEODPS), are in chapter 10.

3-15.5 TOs no longer required because of changed missions will be reported as excess to the TODO. Such TOs may be retained to be reissued to other organizations, or disposed of in accordance with this section.

3-15.6 When a function transfers from one activity to another, transfer of TO libraries is subject to the approval of the gaining activity.

3-15.7 A TO number may be omitted from a TO index in error; therefore, no TO will be removed from libraries and destroyed unless it is listed as rescinded or replaced in Part I of a TO index.

3-15.8 Libraries maintenance forms are disposed of according to AFMAN 37-139, Records Disposition Schedule.

3-16 ACCOUNT RECONCILIATION REPORT (ARR) AND TODO INFORMATION VALIDATION.

The ARR for each TODO contains the account information recorded in JCALS as of the date of the report. OC-ALC/TILUB will validate TODO information in conjunction with the annual ARR review.

3-16.1 TILUB will automatically send one copy of the ARR, along with a copy of the account's AFTO Form 43, to each TODO as scheduled below. (In lieu of the AFTO Form 43, TILUB may provide a printout of the relevant information from the JCALS system.) TODOs may request out-of-cycle ARRs by mail from OC-ALC/TILUB, 7851 Arnold St

Ste 201, Tinker AFB OK 73145-9147, or by e-mail to csrl@tinker.af.mil (include the TODO code/TM account number), or directly through on-line access to JCALS.

3-16.2   A TILUB cover letter will direct TODOs to review and correct both the ARR and the AFTO Form 43 as necessary. TODOs must either return the AFTO Form 43 copy annotated "current" or submit an updated form within 30 days from receipt of the letter. Failure to meet this suspense could lead to cancellation of the TODO account.

3-16.3   After allowing a reasonable time for mailing delays, TILUB will notify the responsible MAJCOM CTOM representative (see the TO System Information page, paragraph 1-1.2) of the pending TODO cancellation. For contractors and other non-AF accounts, TILUB will notify MSG/ILJ. The MAJCOM will then have a further 30 days to resolve the problem, before the cancellation takes effect.

3-16.4   The ARR is used to reconcile TODO account records with the records in JCALS. If the TODO's ATOMS records do not agree with the ARR, the TODO must either correct the ATOMS listing or submit an ATOMS TOPR to correct the JCALS according to this TO. (Submitting a corrected ARR will NOT change JCALS records.) Certify the reconciliation on the ARR and reproduce as required for sub-accounts' use.

3-16.5   Each certified ARR will be retained until receipt of the next one. The current ARR, plus any requirements submitted within plus or minus ten days of the ARR date, will be considered the TODO's complete, current requirements.

3-16.6   The approximate months that ARRs will be processed and sent to TODOs are listed below for TODO Codes.

TODO CODES	MONTH
00AA - 0286	JUN
0287 - 0634	JUL
0635 - 1078	AUG
1079 - 1438	SEP
1439 - 1799	OCT
3000 - 3359	NOV
3360 - 3629	DEC
3630 - 6095	JAN
6096 - 6481	FEB
6482 - 6866	MAR
6867 - 69TZ	APR
69UA - 999	MAY

REQUEST FOR USAF TECHNICAL ORDER DISTRIBUTION OFFICE CODE ASSIGNMENT OR CHANGE *(See T.O. 00-5-2 FOR USE OF THIS FORM)*	TYPE OF REQUEST □ INITIAL □ REVISED □ CANCELLATION	T.O. DISTRIBUTION OFFICE CODE
		DATE

1. FROM

2. TO *(Place in envelope and mail to)*

OC-ALC/TILUB
7851 Arnold St, Ste 201
Tinker AFB OK 73145-9147

3. T.O. MAILING ADDRESS AND 9 DIGIT-ZIP CODE

4. TODO TYPE

a. BASE TODO *(T.O. 00-5-2, Para 1-4.1.)*

b. UNIT/ACTIVITY TODO *(T.O. 00-5-2, Para 1-4.3.)*

c. ORGANIZATION IS AN ELEMENT OF THE UNITED STATES AIR FORCE *(Indicate Major Command)*

d. ORGANIZATION IS AN ELEMENT OF THE UNITED STATES GOVERNMENT BUT NOT AIR FORCE *(Indicate Department or Agency)*

e. ORGANIZATION IS A CONTRACTOR WITH A UNITED STATES GOVERNMENT CONTRACT *(Indicate Contract Number and Issuing U.S. Government Agency) (Use reverse side if necessary)*

f. CANCELLATION DATE *(Date on which code and all requirements are to be cancelled unless otherwise advised by revised AFTO Form 43).*

g. OTHER *(Describe organization in detail. Use reverse side if necessary)*

5. SECURITY LEVEL AUTHORIZED *(The organization listed above has adequate facilities, equipment, and properly cleared personnel to receive and safeguard classified Technical Orders up to and including (reflect Security Clearance)).*

6. TODO PERSONNEL *(The following personnel are authorized to sign and approve T.O. requirements as TODO IAW T.O. 00-5-2. Personnel listed below are conversant with the provisions of T.O. 00-5-2 and will assure compliance therewith.)*

NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*

7. GOVERNMENT APPROVING AGENCY *(The following United States Government Personnel are authorized to sign and approve technical order requirements as USAF approving agent IAW T.O. 00-5-2).*

NAME, GRADE, TITLE AND SIGNATURE *(Include phone)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone)*

8. COMMAND/CONTRACTING OFFICER APPROVAL *(The above request is verified and approved by this office. Approval of this request is considered in the best interests of the United States Government.)*

APPROVING OFFICE *(Address, Phone, USAF Major Command/U.S. Government Office Approval)*	NAME, GRADE, TITLE, SIGNATURE *(Major Staff Officer or authorized Contracting Officer)*

9. FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONLY

□ APPROVED □ DISAPPROVED	REMARKS OR SPECIAL INSTRUCTIONS *(Continue on reverse)*

AFTO FORM 43, MAY 98 *(EF-V1)*

H9600741

Figure 3-1.   AFTO Form 43, Request for USAF Technical Order Distribution Code Assignment or Change

TO SUPPLEMENTS FILING GUIDE

* ** | SAFETY & OPERATIONAL SUPPLEMENTS |

Filed in reverse
numerical sequence.
(For example: SS-5,
S-4, S-3, SS-2, S-1)

| TOPS |

Filed in reverse
numerical sequence.

| BASIC TECHNICAL ORDER |

| ITPSs (COMMERCIAL MANUALS ONLY) |

Filed in alphanumeric
sequence.

* | ROUTINE SUPPLEMENTS |

Filed in alphanumeric
sequence. (For example:
C, D, E, F)

* | MAJCOM SUPPLEMENTS |

H9600742

Figure 3-2.   TO Supplements Filing Guide

ATOMS AFTO From 110 Part 1

```
    JCALS Account F*00VA
            Part 1 - ID Requirements And TO Sets/CPINs On Hand

 TO: 00-5-15                          Class    Symbol    Total ID    3
                                        U
 Prev TO:                                                Accounts    2

                        Status: CURRENT 12 JAN 1999   Review Month    0

          Account   -Cur. ID Reqs.     Cur. TOs On Hand      Shortage
          -------   ---------------     ----------------      --------
             3            1                    1
             9            2                    0
          *****      END OF FILE     *****
```

H9600743

Figure 3-3.   ATOMS AFTO Form 110 (1 of 4)

ATOMS AFTO Form 110 Part 2

```
    JCALS Account F*00VA
            Part 2 - Initial Distribution Quantities Submitted

 TO: 00-5-15                          Class    Symbol    Total ID    3
                                        U
 Prev TO:                                                Accounts    2

                        Status: CURRENT 12 JAN 1999   Review Month    0

   Line    Rqn       Rqn       ID Quantity       Distribution Account
           SN     Julian Date            ID Qty Increase or Decrease (-)
     1    00008      8295          3       9   0     0     0     0     0
                                           1   0     0     0     0     0
          *****     END OF FILE     *****
```

H9901341

Figure 3-3.   ATOMS AFTO Form 110 (2 of 4)

ATOMS AFTO Form 110 Part 3

```
    JCALS Account F*00VA
                 Part 3 - Initial Distribution Record

 TO: 00-5-15                       Class    Symbol    Total ID     3
                                     U
 Prev TO:                                             Accounts     2

                        Status: CURRENT 12 JAN 1999   Review Month  0

      T.O. Increment           TO      Class  Tot.  Rcvd Date:   Total Sht:
                              Date             Rcvd  Dist Date:   Sht Rcvd:
 1 BASIC                   01 MAY 1997   U      1    27 MAR 1998      0
                                                    27 MAR 1998

         Account
       # Shorted
            *****     END OF FILE     *****
```

H9600744

Figure 3-3.   ATOMS AFTO Form 110 (3 of 4)

ATOMS AFTO Form 110 Part 4

```
    JCALS Account F*00VA
                 Part 4 - Requisition Distribution

 TO: 00-5-15                       Class    Symbol    Total ID     3
                                     U
 Prev TO:                                             Accounts     2

                        Status: CURRENT 20 JAN 1999   Review Month  0

 T.O. Increment          Rqn      Rqn        #     FU/     Date        #
                         SN    Julian Date  Reqd  Cancel   Rcvd.     Rcvd
    BASIC               00008     8295        1     N                  0
        Status:

        Account      9
      # Req'd       1
            *****     END OF FILE     *****
```

H9901342

Figure 3-3.   ATOMS AFTO Form 110 (4 of 4)

CHAPTER 4

INITIAL DISTRIBUTION REQUIREMENTS

4-1 DETERMINING TO LIBRARY REQUIREMENTS.

TO requirements are determined by library users reviewing the organization, mission, and equipment of the using activity. Pertinent source documents are Lists of Applicable Publications (LOAPs), TO indexes, and Time Compliance TOs (TCTOs). Known and anticipated programs, including training programs and transfer or receipt of aerospace systems or equipment should also be reviewed.

4-2 ESTABLISHING REQUIREMENTS.

ID requirements must be established for each TO requiring automatic issue of future changes, revisions, and supplements to maintain TO currency. ID requirements do not cause shipment of the existing (current) TO and increments – a separate requisition (chapter 5) must be submitted. A TODO may submit requirements as often as necessary.

4-2.1 Requirements for new unpublished TOs should be submitted as soon as they are listed in Part I of the TO index. ID requirements are submitted by TO number and security classification. ID for TCTOs is established by submitting a requirement for the TCTO series header. When more than one classification is reflected for a TCTO series header, a separate ID must be established on each classification.

4-2.2 All TODOs, not on-line with JCALS, will prepare Technical Order Publication Request (TOPR) files using the ATOMS Application Program (TO 00-5-2-102) set to the JCALS format.

NOTE

See paragraph 4-6.2.1 to obtain the IP address, user name and password for submitting a TOPR.

4-2.2.1 DoD and government TODOs must submit ID requirements (and TO requisitions - chapter 5) via Internet File Transfer Protocol (FTP) service to the Tinker Instersite Gateway (paragraph 4-6).

4-2.2.2 Non-government organizations and contractors assigned a TODO code (chapter 9) will submit the TOPR files via floppy disk according to paragraph 9-6.1.1.

NOTE

The government ACO or PCO may elect to FTP the contractor's TOPR for them.

4-2.3 Supplemental Manuals. These manuals, identified in a TO index by the statement, "This manual is incomplete without TO XX-XXXXX-XX," are not stand-alone publications. Although they are ordered like any other TO, the basic TO must also be ordered to provide complete procedures/data.

4-2.4 Preliminary TOs. ID requirements for PTOs will be submitted as soon as they are listed in Part I of the TO index, to establish the JCALS distribution database for use when the TO is formalized. ID of PTOs will not cause shipment. Requisitions will only be submitted according to paragraph 5-9.

4-2.5 Special Types of TOs. Requirements for "Sponsor (Proponent) Approval" TOs are submitted according to paragraph 4-7. Sponsor Approval TOs require justification and manager approval prior to distribution. Nuclear weapons TOs and nuclear Explosive Ordnance Disposal (EOD) manuals (Categories 11N and 60N) are ordered according to chapter 7. Non-nuclear EOD manuals are ordered according to chapter 10.

NOTE

EOD and NW TODOs will continue to use current TM Request methods after cutover from G022 to JCALS systems.

4-2.6 ID requirements cannot be submitted on an emergency basis. ID requirements cannot be established for individual TO supplements, changes, TCTOs or TCTO supplements. However, these increments can be requisitioned (chapter 5) separately.

4-3 RETAINING REQUIREMENTS.

When ID requirements are entered into the JCALS system, they are retained until the requirements are changed or canceled by the TODO, canceled by the approving/validating agency, canceled by the TO Manager, or canceled or transferred by OC-ALC.

4-3.1 TODOs may cancel all ID requirements for TOs supporting a specific weapon system or commodity (and managed by a single TO Manager), by

sending a letter requesting cancellation to the responsible manager. Always include the TODO and JCALS TM Account codes.

4-3.2 ID requirements are automatically canceled when a TO or TCTO series is canceled, rescinded, or replaced, or when a TODO code is canceled. To cancel a TODO (and/or JCALS TM Account) code and all requirements, see paragraph 3-2.

4-3.3 When a TO/TCTO series is inactivated, it will appear in Part I of the TO index. If it is later reinstated, it will reappear in Part I as a new TO/TCTO. If less than 180 days has elapsed since inactivation, previous ID requirements may be reinstated and will be so noted in the index. Otherwise, a new ID requirement must be submitted.

4-3.4 When a TO is renumbered, existing ID requirements are transferred to the new TO number. For reclassified TOs, requirements for TODOs authorized to receive the new classification will be transferred. TODOs not authorized to receive the new classification will be notified of cancellation of requirements. ATOMS AFTO Forms 110 should be marked and requirements adjusted as necessary.

4-4   TO PUBLICATION REQUEST (TOPR).

TOPR files must be prepared using ATOMS (TO 00-5-2-102) and be submitted electronically using the Internet File Transfer Protocol (FTP) service. Contractor TODOs (except Systems Engineering and Technical Assistance [SETA] contracts and privatized government activities) must submit TOPR files according to procedure described in paragraph 9-6.

4-4.1   TODO Request Number. A JCALS TOPR generated by the ATOMS contains a unique and automatically assigned serial number for each TO transaction. The serial number is part of the JCALS document number which consists of the TM Account code, Julian Request Date and Serial Number.

4-4.2   Approval. A copy of all TOPRs for classified nuclear weapons TOs or from contractor TODO codes must be signed by the government approving/validating officer (same as Block 7 of the approved AFTO Form 43).

4-5   COMPLETION OF TOPR (FIGURE 4-1).

4-5.1   The ATOMS application will automatically generate a digital TOPR file based upon information entered in the ATOMS automated AFTO Form 110 Parts 1, 2 and/or 4. A TOPR file may also be manually prepared by entering TO Request data at the ATOMS Browse JCALS TO Request database screen. See figure 4-1 for examples of typical JCALS format TO Request transactions, with explanations in figure 4-2.

4-5.2   The ATOMS generates a TOPR with special file and segment header records. Header records are required when electronically transferring TOPR files using Internet FTP services from Personal Computer (PC).

4-5.3   Batch Confirm. The ATOMS application will automatically append a "Batch-Confirm" TO transaction at the end of each JCALS TOPR. JCALS will generate a TO Request Status Notification (TORSN) document for the "Batch-Confirm" transaction with the code "CG" indicating that it "could not be identified" (because Batch Confirm is not a TO number). This indicates that the TOPR processed correctly. See paragraph 5-10 for more information on TORSN documents.

4-6   SUBMITTING TOPR FILES.

NOTE

Under normal circumstances, TM Account POCs should submit only one TO Request file per day. In any case, ID and Requisition transactions must be limited to one per day per TO (see paragraph 3-13.3).

4-6.1   TOPR files are electronically transferred via the Internet using File Transfer Protocol (FTP) services to the Intersite Gateway (M024B) at Tinker AFB. One of the following methods must be used:

4-6.2   TOPR files generated by ATOMS may be transferred directly from the TODO's PC or another PC with access to the Internet and capable of FTP service.

NOTE

Notify the organization's computer or LAN support office and inform them of the need for access to FTP services. FTP service may be described as access the Internet via an MS-DOS or Windows FTP application.

4-6.2.1   To obtain authorization to transfer TOPR files using Internet FTP service (authorization provides the Tinker AFB Intersite Gateway, Internet Protocol (IP) address, user name and password for the Tinker AFB Intersite Gateway system), send a request via e-mail to *ATOMS@wpafb.af.mil* (e-mail) or via postal mail to MSG/ILJ (paragraph 1-1.1). The subject must be "TOPR FTP." The body of the request must include the TODO mailing address, TODO and TM Account codes, POC name, and DSN phone number. Authorization information will be supplied by return post mail.

NOTE

An ACO/PCO may request authorization to electronically transfer TOPR files via Internet FTP for the contractor TODO. The authorization request must cite the contract number and end date, and be submitted via post-mail. Authorization information will be returned to the ACO.

4-6.2.2 Using a suitable FTP software application, connect to the Tinker Intersite Gateway using the IP address, user name and password provided. Transfer (copy) the TOPR file to the Gateway at the log-in location and close the connection to the Gateway. The TO Request will be processed by JCALS on the day following the transfer.

4-6.3 When the TODO does not have direct access to Internet FTP services, TOPR file transfer support may be obtained from the Base Network Control Center (BNCC). Provide the BNCC with the IP Address, user name and password to access and transfer TOPR files to the Tinker Intersite Gateway system. The BNCC is a host base Communications Group organization. It may also be known as Standard Base Level Computer (SBLC) customer support or data automation facility.

4-7 SPONSOR APPROVAL TOs.

A "Y" appearing in the "Sponsor" column in the TO index identifies a TO with limited distribution controlled by the TO Manager (JCALS "Proponent"). Sponsor approval is required for TOs with limited reproduction rights (some commercial manuals), high-reproduction-cost/limited use TOs (some manuals for single/few-user equipment), and TOs with Special Access Required (SAR) (e.g., B-2 aircraft TOs). Sponsor Approval "Y" is also used when other symbols, classification, or a DoDD 5230.24 distribution statement impose controls. All unclassified 11N nuclear TOs will be "Y" coded.

4-7.1 Users may challenge "Y" designation on specific TOs or TCTO-series by letter to the responsible TO Manager. The letter must contain specific rationale for the challenge and be approved by the submitter's MAJCOM.

4-7.2 ATOMS/JCALS Interface. ATOMS-generated JCALS format TOPR files may contain both regular and sponsor approval "Y" TO ID and requisition transactions. When received by the JCALS system, the ID/requisition transaction will be forwarded to the TO manager designated responsibility for the TO for approval. The TODO (TM Account POC) will be notified by JCALS status code "1S" that the TO transaction was suspended for sponsor approval. A separate letter of justification (paragraph 4-7.3) is still required.

4-7.3 Provide a separate letter of justification for each ID requirement increase and/or one-time requisition transaction. MAJCOM HQ requests for depot-level "Y" symbol TOs will be approved when the justification stipulates the TOs are required for research to support re-evaluation of assigned repair levels.

4-7.4 When TODOs are authorized to receive "Y" symbol TOs for a system or commodity by virtue of supporting the organization(s) operating or main taining the system or commodity, they may request "Organization-Based Access Control (OBAC)" approval for automatic TO Manager release of the TO or TCTO series involved. The justified request must list each TO for which release approval is requested, must be signed by the Operations or Logistics Group Commanders (or equivalent), and must be submitted to the appropriate TO Manager. The request will apply only to the TODO submitting it and only to specifically listed TOs managed by one TO Manager. The request must be approved by the Technical Content Manager(s) for the TOs involved. Once the request has been approved and entered into JCALS by the TO Manager, the specified TOs may be requisitioned with no further justification required.

4-8 INTERIM TOs (ITOs) AND RAPID ACTION CHANGES (RACs).

ITOs and RACs (see TO 00-5-1) are developed by the affected TO's TCM and are distributed electron ically by Defense Message System (DMS), WWW, e-mail or FAX, depending on circumstances. An appropriate DMS or e-mail precedence will be assigned, based on the urgency of the update. Authorized types of ITOs are Interim Operational and Safety Supplements (IOS and ISS), and Interim TCTOs or TCTO Supplements (ITCTO or ITCTOSs). Interim Changes (ICs, formerly "IMCs" – see AFI 33-360V1) are NOT authorized TO updates. If information in an interim operational supplement or interim TCTO/ supplement must be changed, a replacement ITO is issued.

NOTE

ITOs must be mailed or sent via other electronic means (i.e., fax or e-mail) to contractors.

4-8.1 The responsible SM or other issuing agency, in conjunction with the Using MAJCOMs, will establish and maintain a Mail List (ML) or special distribution list for ITO and RAC notification message distribution in accordance with AFMAN 37-126, AFMC Sup 2, AFMCI 21-302 and applicable MAJCOM directives. Using commands will assist the SM with identification of the appropriate addressees within their respective commands. MLs

established solely for distribution of ITOs shall be maintained by the TO Manager. OC-ALC/TILUB will be an addressee on each ITO or RAC notification.

NOTE

Countries not supported through a publications case are entitled to receipt of ITOs provided disclosure is authorized. However, the country must request to be placed on distribution for these ITOs through an authorized USAF approving agency. Upon receipt of such an approved request, the authorized issuing activity will include the organization in its ITO address list.

4-8.2   When a TO-related ML established, the ML OPR will post the ML number, its applicability (MDS, TMS, commodity area), the OPR's e-mail address, office address, and the voice and fax Defense Switched Network (DSN)/commercial telephone numbers on the SM's web page.

4-8.3   When field activities determine that they have not received a specific ITO, they shall request a copy from the TO Manager listed in the TO index.

4-8.4   To ensure receipt of future ITOs, units will periodically review the lists of MLs on applicable SM web sites to verify they are included as appropriate. If not, refer to AFMAN 37-126 and perform the procedures below.

- Contact the ML OPR to ensure your organization is added to the ML.

NOTE

If you cannot determine the ML originating authority, contact the system or commodity TO Manager to determine the OPR's identity.

- If your organization was already on the ML, work with the base DMS center to correct local distribution problems.

- If any organization information changes (add, delete, address, etc.) contact the ML OPR with the information.

4-8.5   TODOs will reproduce/forward ITO messages to their TODAs. A complete copy of the message (with all forwarded addressees) will be maintained by the TODO.

4-8.6   The AFMETCAL Program Det 1/ML, 813 Irving-Wick Dr West Ste 4M, Heath OH 43056-6116, DSN 366-5174 issues routine interim Category 33K and 33L TOs with distribution limited to USAF Precision Measuring Equipment Laboratories (PMELs). When a formalizing or incorporating hard-copy increment is issued, distribution will be made to all activities having an established ID requirement. The address list for these ITOs may be maintained as a ML (paragraph 4-8.2).

4-9   ID OR REQUISITION DISAPPROVAL.

When a TO Manager disapproves an ID or requisition request (chapter 5), they will notify the TODO of the reason and may request justification for the request. The TODO must furnish written justification within 30 days (45 days for TODOs outside the continental US), or the request will be canceled.

4-10   SUPPLEMENTAL REQUIREMENTS.

4-10.1   During initial TO distribution for new systems or components, ID requests may not have been submitted from all users. The SM will coordinate with using MAJCOMs to determine if additional distribution is required. The TO Manager will distribute TO(s) to additional activities identified by the SM, using the JCALS "Specify ID for a TM by Like Item" or "Specify ID for a TM by TM Account Profile." TODOs receiving TOs so distributed will promptly adjust account ID and requisition additional quantities if required.

4-10.2   When a TCTO must be distributed before ID requirements can be gathered by a TCTO series listing, the TO Manager will use the JCALS "Specify ID for a TM by Like Item" or "LID." See AFMCMAN 21-1. Subsequent ID requests by TODOs and appropriate JCALS record updates will be made in the normal manner.

HEADERS:

FH*1680*129.52.152.144*0001*19990121*0850

SH*F**80*19*P*FVDZ**FISHER.674-0845*0386*19990121*0850*RUVORIK*G022A

FIELD DESCRIPTIONS:

TODO	DATE	REQ#	TO NUMBER	CLASS	SYM	ID QTY	ONE TIME	ORG DATE	FU CODE	ORG REQ#	BLANKS	BLANK, C OR E	1,2 OR 3	H OR Z

BODY:

0386	990121	00001	8A3-12-2-3	U	0008						1	H
0386	990121	00001	2G-GTCP85-24	U	0007	0003					1	H
0386	990121	00001	2J-J79-83-1TP-2	U		0001					1	H
0386	990121	00001	8D1-8-146-3	U	0005	0000					1	H
0386	990121	00001	33DA38-15-1	U	XXXX						1	H
0386	990121	00001	2J-TF34-6	U	0012	0004					1	H
0386	990121	00001	2J-TF34-6S-11	U		0000					1	H
0386	990121	00001	2J-TF34-6S-12	U		0000					1	H
0386	990121	00001	2J-TF41-3	U	0009	0005					1	H
0386	990121	00001	2J-TF41-3S-16	U		0009					1	H
0386	990121	00001	2J-J57-16	U		0006					3	H
0386	990121	00001	1E-3A	U	0004						1	H
0386	990121	00001	1F-102-1148	U		0001					1	H
0386	990121	00001	2J-J57-17C	U		0004					1	H
0386	990121	00001	9H2-2-64-3	U		0003					1	H
0386	990121	00001	33A1-10-38-1	U		0004	980415		00008	C	1	Z
0386	990121	00001	1F-15A-2-33JG-50-1	U		0007	980415		00008		2	H
0386	990121	00001	1F-15A-2-2-3	U		0009	980415	A	00008		2	H
0386	990121	00001	BATCH-CONFIRM	U	0001						1	H

H9600745

Figure 4-1. ATOMS G022-Format TO Publication Request
(For JNWPS requests only - see chapter 7)

HEADERS:

FH*1920*129.52.152.144*9022*19990122*1441
SH*V*#*120*22*P*FVJC*129.52.152.144*FISHER.674-0845*0386*19990121*1441*RUVORIK*D120

POSITION DESCRIPTIONS:

1. Document Identifier *
2. Routing Identifier Code
3. Media and Status Code *
4. Stock Number
5. Unit of Issue *
6. Quantity *
7. TM Account Code *
8. Julian Request Date *
9. Serial Number of Request *
10. Demand Code *

11. Supplementary Address *
12. Signal Code *
13. Fund Code
14. Distribution Code
15. Project Code
16. Priority Code *
17. Required Delivery Date
18. Advice Code
19. Filler
20. TO Number * (if not used, must use Stock Number)

BODY

1	3	5	6	7	8	9	10	11	12	16	20
AOD	L	EA	00008	F*00vo	9022	0001	*	Y_0386	D	15	8A3-12-2-3#
AOD	L	EA	00007	F*00vo	9022	0002	*	Y_0386	D	15	2G-GTCP85-24#
AOD	L	EA	00003	F*00vo	9022	0003	N	Y_0386	D	15	2G-GTCP85-24#
AOD	L	EA	00001	F*00vo	9022	0004	N	Y_0386	D	15	2J-J79-83-1TP-2#
AOD	L	EA	00005	F*00vo	9022	0005	*	Y_0386	D	15	8D1-8-146-3#
AC1	L	EA	00000	F*00vo	9022	0006	N	Y_0386	D	15	33DA38-15-1#
AOD	L	EA	00003	F*00vo	9022	0008	N	Y_0386	D	15	9H2-2-64-3#
AOD	L	EA	00012	F*00vo	9022	0009	*	Y_0386	D	15	2J-TF34-6#
AOD	L	EA	00004	F*00vo	9022	0010	N	Y_0386	D	15	2J-TF34-6#
AOD	L	EA	00009	F*00vo	9022	0011	*	Y_0386	D	15	2J-TF41-3#
AOD	L	EA	00005	F*00vo	9022	0012	N	Y_0386	D	15	2J-TF41-3#
AOD	L	EA	00009	F*00vo	9022	0013	N	Y_0386	D	15	2J-TF41-3S-16#
AOD	L	EA	00006	F*00vo	9022	0014	N	Y_0386	D	15	2J-J57-16#
AOD	L	EA	00004	F*00vo	9022	0015	*	Y_0386	D	15	1E-3A#
AOD	L	EA	00001	F*00vo	9022	0016	N	Y_0386	D	15	1F-102-1148#
AOD	L	EA	00004	F*00vo	9022	0017	N	Y_0386	D	15	2J-J57-17C#
AC1	L	EA	00004	F*00vo	8015	0019	N	Y_0386	D	15	33A1-10-38-1#
ATD	L	EA	00007	F*00vo	8022	0020	N	Y_0386	D	15	1F-15A-2-33JG-50-1#
ATD	L	EA	00009	F*00vo	8022	0021	N	Y_0386	D	15	1F-15A-2-2-3#
AOD	L	EA	00001	F*00vo	9022	9999				15	BATCH-CONFIRM#

H9901343

Figure 4-2.   ATOMS JCALS-Format TO Publication Request

NOTE

JCALS processing standards require separate transaction numbers for each TODO ID requirement or one-time requisition request.

TO NUMBER	EXPLANATION
8A3-12-2-3	This entry reflects one of three types of transactions:

    a. A new Initial Distribution (ID) requirement. After processing, the G022 or JCALS system will establish an ID requirement for a quantity of eight for this TODO. The warehouse will immediately ship eight copies of the basic manual and all published changes or supplements, except those not in stock (backordered). The warehouse will continue to ship future revisions, changes, and supplements until the TODO cancels the requirement or the TO is rescinded.

    b. An increase in ID requirements. The absence of a quantity in positions 47 - 50 indicates that the TODO does not need the difference in quantity between the existing and new ID requirement at this time.

    c. A decrease in an existing ID requirement. The computer's database, containing the TODO's requirement file, recognizes a decrease in ID based on previous transactions and processes it accordingly. After processing, the G022 or JCALS system will contain the new ID quantity of eight for the TODO.

2G-GTCP85-24	The entry reflects an increase in an existing ID requirement. After processing, the G022 or JCALS system will contain the new ID requirements for a quantity of seven. The warehouse will ship three copies to bring the TODO's quantity of TOs up to the seven it requires. The G022 or JCALS system does not retain the TODO's previous ID requirement for four.
2J-J79-83-1TP-2	This is a requisition for a technical order page supplement. ID cannot be established for a TP or any other TO increment.
8D1-8-146-3	An Initial Distribution (ID) requirement is being established. After processing, the G022 or JCALS system will contain the ID requirement for a quantity of five. The TODO does not require copies of the TOs and indicates this by placing 0000 in positions 47 - 50. The warehouse will ship future revisions, changes and supplements when they are published, based upon the ID requirement.
33DA38-15-1	This entry will cancel the ID requirement for this particular TO.
9H2-2-64-3	An example of a requisition to fill a one-time need. The TODO is not establishing any ID requirements. The warehouse will ship the TO with any active changes or supplements. This entry will not affect the TODO's previously established ID requirements for the TO. A JCALS TOPR will indicate this by entering an "N" following the quantity.
2J-TF34-6 2J-TF34-6S-11	The first entry for the basic manual reflects an increase in ID requirements with a difference of four constituting the one-time requisition requirement.
2J-TF34-6S-12	(G022) The TODO can indicate individual supplements he or she does not require by listing them separately and entering 0000 in positions 47-50.
	(JCALS) The TODO must accept all supplements when ordering a TO.

Figure 4-3. Explanation of Technical Order Publication Request (TOPR) Entries (Sheet 1 of 2)

2J-TF41-3 2J-TF41-3S-16	The first entry (for the basic manual) reflects an increase in ID requirements with a difference of five constituting the requisition requirement. For an unspecified reason, the TODO requires four additional copies of operational supplement S-16.
	(G022) The warehouse will ship five copies of the complete TO, including S-16. The warehouse will also ship four additional copies of S-16.
	(JCALS) If additional copies of supplements are required, the TODO must order them using a separate transaction.
2J-J57-16	This is a requisition for six copies to fill a one-time need.
	(G022) The TODO must make any changes to the established ID requirements on another TO request due to the "3" in position 79. The 3 prevents shipment of any related supplements.
	(JCALS) The warehouse ships all supplements and changes with the TO.
1E-3A	This entry establishes ID requirements for all TCTOs occurring in this TCTO Series. The warehouse will ship all current, active TCTOs.
	(G022) If the entry is increasing a previously established quantity, the warehouse will not automatically ship the increased amount without a quantity for the difference in positions 47 - 50.
	(JCALS) Additional quantities will require a separate one-time requisition transaction.
1F-102-1148	This is a requisition for an individual TCTO to fill a one-time need. The G022 or JCALS system does not establish an ID requirement from this entry, and the entry will not affect an existing requirement for the TCTO series if one exists.
2J-J57-17C	This is requisition for a supplement to fill a one-time need.
33A1-10-38-1	A previous requisition action placed this TO on backorder. For an unspecified reason, the TODO no longer has a requirement for the TO and requests cancellation.
	(G022) Always use the C1Z transaction to cancel a backorder.
	(JCALS) Use an AC1 Document Identifier code with the original transaction document number to cancel a specific backorder.
1F-15A-2-33JG-50-1	This is the format for follow-up of a previously submitted requisition.
	(G022) The absence of an "A" in position 57 is indicative of follow-up action on the basic manual only.
	(JCALS) Although follow-up requisitions may be prepared in JCALS format (document identifier ATD), the original requisition is for the complete TO including all supplements.
1F-15A-2-2-3	(G022) This follow-up action is for the basic as well as its related supplements, indicated by the insertion of "A" in position 57.
	(JCALS) To follow-up on a previous requisition, use an ATD document identifier code with the original transaction document number. (If JCALS did not receive the original transaction, the system will process an "ATD" transaction as a requisition.)
BATCH-CONFIRM	The transaction will generate an AFTO FORM 215 (figure 5-3) with notice code CF (G022); or TORSN (figure 5-4) with notice code CG (JCALS). This is the TODO's notification that OC-ALC/TILUB received the TO request and the date it processed.

Figure 4-3.   Explanation of Technical Order Publication Request (TOPR) Entries (Sheet 2 of 2)

CHAPTER 5

REQUISITIONING

5-1 GENERAL.

Requisitions are to fill one-time needs. Requisitions require a separate ATOMS or JCALS transaction (entry) from an ID request. ID does not result in automatic requisition, only in automatic shipment of future TO updates. As with ID transactions, requisitions must be FTP'd to the Tinker Gateway. Requisition actions are not retained in JCALS records except for backorders.

5-2 REQUISITIONING TOs.

When a TO is requisitioned using the TO number in ATOMS, the JCALS system will ship the basic and all current changes and supplements. When a TO is requisitioned using direct JCALS input, each TO increment must be ordered separately. Requisitions cannot be submitted for a TCTO series. Current TCTOs and TCTO supplements must be requisitioned using individual ATOMS or JCALS transactions.

5-2.1   TOs may be requisitioned only when listed in TO indexes with a publication date or the words NOT DATED. PTOs may only be requisitioned as specified in paragraph 5-9. Requisitions may be submitted anytime for individual TOs, TCTOs, ITPS and formal supplements, but individual items should not be requisitioned more frequently than once every five days.

NOTE

Under normal circumstances, TM Account POCs should submit only one TO Request file per day. In any case, ID and Requisition transactions must be limited to one per day per TO (see paragraph 3-13.3).

5-2.2   Paper copies of TO changes may only be separately requisitioned for 180 days from the date of the TO index in which they are first listed, using an AFTO Form 276 (paragraph 5-8). Once Publication Stock Numbers (PSNs) are listed in the index, TODOs will be able to order changes using ATOMS or JCALS to request the specific change PSN (rather than using the TO number). In case of a work stoppage situation, copies of the change's digital file, if available, may be requested from the TO Manager.

5-2.3   Interim TOs cannot be requisitioned. See paragraph 4-8.

5-3 EMERGENCY AND ''EXPEDITED-PROCESSING'' REQUISITIONS.

NOTE

Use local reproduction (paragraph 1-1.4.2) to the maximum extent possible prior to resorting to submission of Emergency or Expedited Processing requisitions. Establish ID if required.

5-3.1   Emergency Requisitions. Emergency requisitions are used when an account requires published, current TOs immediately because of a critical safety hazard or work stoppage condition. Requisitions must include the TM Account Code, Requisition Serial Number and Julian Date, the TO number and security classification, the one-time requisition quantity required and whether supplements are also required. The requisition must also list the name, title and DSN number of the individual authorized to sign TO publication requests (TOPRs) for the TODO code. Emergency requisitions may NOT be used to establish ID requirements. A separate ATOMS TOPR must be submitted if ID of the TO is also required.

5-3.2   Emergency requisitions will be submitted by DMS message, fax or e-mail directly to the TO Manager listed in the index, not by FTP to the Tinker Gateway. A telephone call may be made to alert the TO Manager of an emergency need, but the written requisition must be received prior to shipment of requested TOs.

5-3.3   Emergency requisitions will be processed immediately during ALC duty hours. For processing after normal duty hours, the request must be submitted by a DMS message including the statement "DELIVER UPON RECEIPT FOR PROCESSING DURING DUTY OR NON-DUTY HOURS." TOs will be shipped using priority mail or express routing.

NOTE

Processing of automated JCALS TOPRs is expedited, no special TOPR expedite code is necessary. Request requiring manual processing (manager approval) may request expedited processing as part of the letter of justification.

5-4 BACKORDER PROCESSING.

When a change or revision is in printing or is temporarily out of stock, an automatic backorder is made for the TODO and a TORSN is issued. No action is required by the TODO. When stock is received by the prime ALC, the backorder is released for shipment on a DD Form 1348-2.

5-5 REQUISITIONING INDIVIDUAL TOs AND TCTOs.

Normally, TODOs elect to receive completed TOs (with all changes and supplements) and all TCTOs within a particular TCTO series. A G022 ID requirement for the TO or TCTO series header ensures the receipt of the current TO basic with all changes and supplements thereto, or all active TCTOs under the series header.

5-5.1 Using ATOMS, a single requisition ("transaction") for the TO number will cause JCALS to deliver a complete TO. However, when using JCALS directly, separate transactions are required for each TO increment. Any required current TCTOs must be ordered on separate transactions no matter which ordering method is used. These procedures apply whether requesting current TOs to fill ID requirements, replace damaged/missing books, or to obtain additional books for one-time use.

5-5.2 Requisitions in excess of the Maximum Issue Quantity (MIQ) established in JCALS require "Proponent Approval." Upon receipt of status code DQ Reject, the TODO must submit the order request with justification to the TO Manager for the book (via e-mail, USPS, etc.) The TO Manager will then order the quantity required for the TODO. The JCALS TM requisition screen allows the TODO to include justification with the initial on-line order request.

5-6 REQUISITIONING CHANGES (AFTO FORM 276).

5-6.1 The AFTO Form 276 (figure 5-2) will continue to be used to order and mail individual TO changes until the TO index begins publishing the PSNs applicable to each TO increment. After that, changes will be ordered according to paragraph 5-2.2. As long as the TO warehouses are "bundling" TOs (shrink-wrapping the basic and all increments to save space and man-hours), orders must be submitted within 180 days of the date of the TO Index Revision where the TO Change was first listed. DoD and other government activities will mail the form to the applicable TO Manager. Nuclear weapon and EOD TODOs will submit the form according to chapter 7. Contractor activities will submit the form through the government approving/validating agency to OC-ALC/TILUB according to chapter 9.

5-6.2 The AFTO Form 276 will be completed as follows:

- Enter the mailing address of the responsible TO Manager in the upper left corner of the form.
- Enter the requesting TODO number and complete mailing address within the brackets in the top center of the form.
- Block 1. Enter the complete TO number. Beneath the TO number, enter "CHG," the change number, and its date (example: CHG 1, 18 April 86).
- Block 2. Enter the security classification of the change.
- Block 3. Enter quantity desired. Precede numbers of less than four digits with zeros (example: 0001).
- Block 4. Enter an eleven-position requisition number constructed as follows:
  ◊ Positions 1 and 2: Two-letter ALC symbol for the TO Manager having prime responsibility for the TO (AG=AFMETCAL, OC=OC-ALC/TILDT, NU=OC-ALC/TILUB, OO=OO-ALC/TIEDT, NW=SA-ALC/NWTD, SA=SA-ALC/TILD, SM=SM-ALC/TICDA and WR=WR-ALC/TILT).
  ◊ Positions 3 and 4: Enter the last two digits of the current year.
  ◊ Positions 5 thru 8: Enter the requesting TODO code.
  ◊ Positions 9 thru 11: Enter a three digit control number, assigned consecutively by the TODO, beginning with 001 each calendar year (example: WR990444001).
- Block 5. When the requested item is classified, enter "**Ship IAW DoD 5200.1-R and AFI 31-401;**" otherwise leave blank.
- Block 6. Enter JCALS TM Account number.
- Block 7. Leave Blank.
- Block 8. Enter type of requisition: "R" for routine; "P" for priority.

- Block 9. Enter year, month, day the AFTO Form 276 is prepared, using the YYYYMMDD (example: 19990909).

- Block 10. Initiator initials in this block.

- Block 11. Requisitioning officer identified in block 4 of the AFTO Form 43 signs in this block.

- Block 12. When applicable, the government approving/validating agent signs in this block.

- Blocks 13 thru 23. Reserved for TO Manager and TO warehouse use only.

- Block 24. When the request is for an unclassified change and the basic TO is classified, enter: ''THIS IS AN UNCLASSIFIED CHANGE TO A CLASSIFIED BASIC.''

5-7 PRELIMINARY TOs (PTOs).

5-7.1 Activities participating in testing and verifying procedures in PTOs, AETC activities developing training programs, and other AF organizations with acceptable justification are allowed to requisition PTOs. In addition, one copy of each PTO is always furnished to OC-ALC/TILUB for indexing.

5-7.2 To obtain a PTO, submit a letter of justification to the TO Manager, identifying the specific PTOs and quantity needed, and the TODO's code and mailing address. Do not submit requisitions via ATOMS/JCALS.

5-7.3 Copies of PTOs will be distributed under a TO Manager cover letter. Each cover letter will include the TO number, title and date (when distributing a change, the date of the basic TO and the change date will be listed), the number of copies enclosed, the use to be made of the TOs (verification, training, indexing, etc.) and, when applicable, site or effectivity number.

5-8 TO REQUEST STATUS NOTIFICATION.

When a request for a TO is backordered, canceled, or otherwise not processed, the TODO is notified of requisition status as follows:

5-8.1 The JCALS system will generate a TO Request Status Notification (TORSN) document that will be mailed to the TODO for any TO ID or requisition transactions that are not successfully processed or books shipped.

5-8.1.1 New JCALS Notification Status Codes are listed in table 5-1.

5-8.1.2 The TORSN document (figure 5-3) will provide three lines of information for each TO requisition. The first line will simply be a duplicate of the TM (TO) ID/Requisition submitted. The second line will contain only the TO Number. The third line will contain the two-letter JCALS status notification code and a short text description.

5-8.1.3 TODOs and TODAs may use the form to notify accounts and subaccounts of status or action.

5-8.2 When the notice code indicates improper processing, it means the request was improperly completed or routed. Due to the variety of combinations, it is essential the TODO follow proper procedures when submitting TO requests and when requesting special types of TOs (those assigned symbols, classifications, special categories, or status).

5-8.3 When a requisition is partially shipped, a TORSN is not issued for the backordered quantity. The DD Form 1348-2 will reflect partial shipment. This form may be retained in the TORSN file until completion of the original TO request, i.e., receipt of the TO or cancellation of the request.

5-9 REQUISITION FOLLOW-UP.

5-9.1 A requisition follow-up will be made when all of the following conditions are met:

- Non-receipt of a TO Request Status Notification or at least one of the TOs requisitioned on a particular TOPR within 60 days (90 days for activities outside the continental US). Failure to receive at least "CG Reject" status for the TOPR Batch-Confirm transaction, or one of the TO(s) requisitioned, indicates that the TOPR did not process or that the TORSN was misrouted or lost.

NOTE

"CG Reject" status is generated in response to the BATCH-CONFIRM transaction line on a TOPR because BATCH-CONFIRM is not a valid TO Number. A BATCH-CONFIRM transaction will be automatically included on every TOPR file generated by the ATOMS.

- The TO requisitioned is listed as current and available in the TO Index Application, and it is known that initial distribution was made prior to submission of the original requisition.

- There has been at least one response to the TO request (for example, either the receipt of a requested TO or a requisition status notification). Lack of any action on an entire TO request probably indicates mis-routing or loss; the TODO should resubmit the entire request.

- The requested TO(s) have not been received within 60 days (90 days for activities overseas) after the last TORSN backorder status or follow-up request.

5-9.2   Follow-up on AFTO Form 276 requisitions will be prepared the same way as the original with the following statement added in Block 24, ''FOL-LOW-UP ON REQUISITION SUBMITTED (enter date), REQUISITION NUMBER (enter original requisition number)."

5-9.3   Follow-ups are submitted on a routine TOPR like any other requisition. ATOMS TOPR entries are generated automatically when follow-up action is initiated in the Part IV record of a TO. JCALS follow-ups are submitted according to paragraph 3-13.6.

5-9.4   Contact the TO Manager when updated requisition status is not received within 30 days (60 days overseas) after submitting a follow-up transaction. When a TORSN is received in response to a follow-up, any subsequent follow-ups should be directed to the TO Manager, with an information copy e-mailed to the MAJCOM weapon system manager.

5-10   BACKORDER CANCELLATION.

5-10.1   A backorder may be canceled by the TODO at any time after notice of backorder is received and prior to shipment. A backorder cancellation is to be submitted by ATOMS TOPR and is accomplished as follows: (ATOMS automatically prepares necessary entries when backorder cancellation action is initiated in the Part IV record for that TO):

NOTE

Separate actions for the same TO can result in establishing more than one backorder record for the TO. When more than one requisition is on back-order for the same TO, a separate entry is required to cancel each backorder.

5-10.2   Manually create a JCALS format TO Request backorder cancellation record using the ATOMS and information from table 3-1.

5-10.3   A backorder may be canceled by OC-ALC for TOs replaced, rescinded, or deleted and numerous other reasons resulting from management action. If a TODO's backorder is canceled in this manner, a TORSN will be sent to the TODO with a code explaining the reason for cancellation.

Table 5-1.   JCALS TORSN Codes

CODE	MEANING	CAUSE	CORRECTIVE ACTION	RE-SUB-MIT
BB	Item Backordered.	Insufficient stock level.	None	No
BQ	Canceled transaction.	Valid response to a Cancel Backorder request	None	No
CA	Reject Transaction.	Requisition is for a TCTO	None	No
CD	Initial Requisition Requested Rejected.	Quantity is zero or non-numeric	Correct Quantity	Yes
CF	Canceled – Requisition is exact duplicate.	Possible JCALS system problem	None	Yes
CG	Unable to Identify Requisition Item.	TO Number is not JCALS database	Correct TO number	Yes
CJ	Rejected. Item is Obsolete or Inactive.	TO is Superseded or Rescinded	Check with TO Manager	
CQ	Rejected. Item is Command or Service regulated.	Account restrictions do not match TO restrictions	Check with TO Manager	
CV	Rejected. Item prematurely requisitioned.	Preliminary publication or ID not released	Check with TO Manager	
DQ	Order quantity exceeds maximum authorized issue quantity.	Check Max Issue Level with TO Manager	Correct Quantity or Resubmit with Advise Code "2L"	Yes
NC	Account not authorized to receive classified item.	TO classification exceeds account classification	Check with TO Manager	
1E	Suspected duplicate requisition.	Possible JCALS system problem	None	Yes
1S	Suspended for Sponsor approval.	TO issue requires Sponsor Approval ("E" Code or classified TO)	Send supporting justification separately to TO Manager.	No
(blank)	Requisition for a TCTO Series Header.	Cannot order TCTOs by Series Header.	Order by individual TCTO number	Yes
(blank)	JCALS internal processing error.	JCALS will automatically re-try on next cycle	None	No
(blank)	Unable to communicate with TXP.	JCALS will automatically re-try on next cycle	None	No

```
FROM:
      To:  (enter address of prime TO Manager)
UNCLAS
*SUBJ:  EMERGENCY REQUISITION (REF PARA 6-5, TO 00-5-2)
1.  SHIP FOLLOWING T.O.s FASTEST METHOD TO TODO 0000, REQUEST
NO. 00000.
T.O. NO.                          CLASS                    RQN QTY
1F-105B-1                           S                         2
1F-105B-2-2CL-3                     U                         3
1F-105B-2-2SS-1                     C                         1
2.  ABOVE REQUIREMENTS ARE MISSION ESSENTIAL AND APPROVED
BY ROBERT SMITH, MAJ, USAF, CHIEF PUBLICATIONS BRANCH,
DSN XXX-XXXX, TODO 0000.
*NOTE:   When immediate TO Manager processing is mandatory, enter this statement
         before the subject:  DELIVER IMMEDIATELY UPON RECEIPT
         FOR PROCESSING DURING DUTY OR NONDUTY HOURS.
```

Figure 5-1.   Text of Typical Emergency Requisition Message

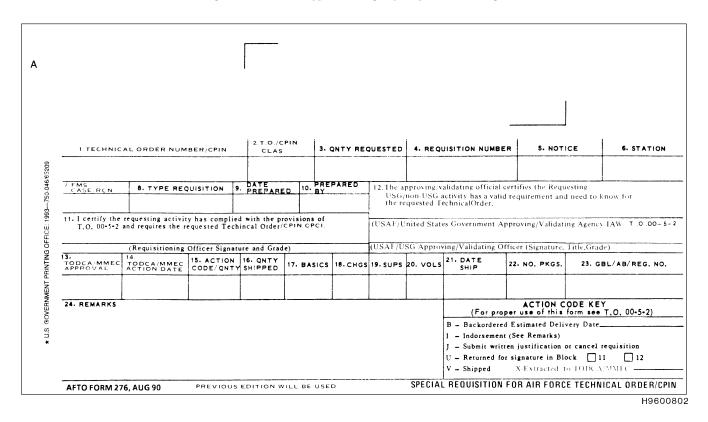*Figure 5-2.   AFTO Form 276, Special Requisition for Air Force Technical Order/CPIN*

	Description	Attribute Name	Column	Size
Line 1	80 Column MILSTRIP as received from the original request.	MILSTRIP request	1-80	80
Line 2	TO Number ATOMS_TRANSACTION.TO_NBR_ID	TO Number	1-25	25
Line 3	TXP_EXCP_TYPE.TXP_EXCP_CD	Notice Code	1-2	2
Line 3	MILSTRIP exception text TXP_EXCP_TYPE.TXP_EXCP_TX	Notice Text	4-75	72
Line 4	Space filled	Filler	1	1

NOTE: Each TORSN consists of at least two sheets of 8 ½ x 11 inch paper. The first sheet contains the TODO's post address and the return address of the TO warehouse. TORSNs are prepared and mailed from OC-ALC/TILUB.

```
AOD     L              EA00001F*010R83239999                    15

BATCH-CONFIRM
              CG REJECT UNABLE TO ID REQUISITION ITEM
```

H9901344

Figure 5-3.   JCALS TO Request Status Notification (TORSN) Layout

CHAPTER 6

DISTRIBUTION

6-1 INITIAL DISTRIBUTION (ID).

ID is the first distribution of a TO, TCTO, change, revision, or supplement after initial printing. ID is made based on requirements (subscriptions) established in JCALS records as described in chapter 4. Nuclear Weapon TOs (chapter 7) are distributed according to records maintained in the Technical Manual Data System (TMDS) by SA-ALC/NWTD. Non-nuclear EOD TOs (chapter 10) are distributed according to records maintained by NAVEOD-TECHDIV.

6-1.1 Preliminary TOs (PTOs, paragraph 4-2.4) are listed in TO indexes to allow establishing ID for the formalized TO. They are only distributed for specialized acquisition/training purposes, according to paragraph 5-9. When a PTO is formalized, distribution is accomplished using the ID requirements in the normal manner.

6-1.2 Interim TOs (ITOs, paragraph 4-8) are NOT distributed using ID records, but are distributed via messages sent to Mail Lists established for the system or commodity covered by the TO.

6-1.3 Requirements for depot level TCTOs will be determined by the TODO. No screening action will be accomplished by the TO Manager to prevent shipment to organizational and field level activities.

6-2 DISTRIBUTION SHIPMENTS.

6-2.1 ID shipments of Immediate and Urgent Action TCTOs and certain nuclear weapons TOs of immediate urgent nature are made in envelopes marked with a red border and the word EXPEDITE across the top (figure 6-1). When cartons are used, the same marking surrounds the label.

6-2.2 JCALS uses the DD Form 1348-2 shipping label in MILSTRIP format for both requisition and ID shipments of TOs. The AFTO Form 273 or 274 (figures 6-2 and 6-3) or a CG facsimile mailing label is used to make ID and one-time shipment of unclassified and classified nuclear weapon and FMS TOs.

6-2.3 For classified TOs, a mailing label is placed on the outer and inner wrappers and the record portion is placed inside the package with a classified material receipt/record of destruction when required by applicable directives. When more than one TO is included in a package, the label for one TO is used as a mailing label and the others are placed inside the package. Classified and unclassified TOs are not intermixed, except that changes and supplements classified lower than the basic TO may be shipped with the basic.

6-2.4 When more than one package is needed, each package is identified (such as: 1 of 3, 2 of 3) and for classified TOs the record portion of the mailing label is placed in the first package. Labels for classified TO shipments will not show TO number or classification.

6-2.5 Replacement Pages. TO and TO increments distributed with missing or mis-printed pages may be corrected by redistributing the missing/reprinted pages using like item distribution (LID) and an errata cover sheet (see Glossary) with instructions to insert/replace the pages into the affected TO. This method will not be used to replace pages when the content of the data must be changed. Because these errata packages do not change TO data or change numbers, they will not be documented in the ATOMS program. However, "A" page annotations documenting the missing/damaged pages will be erased. The TO Manager will also add omitted pages to all copies of the publication in stock.

6-2.6 When mailing export-controlled TOs, the TO Manager will ensure that the warehouse encloses one copy of the export control notice per shipment package.

6-3 RECEIPT AND REDISTRIBUTION, MISDIRECTED SHIPMENTS, EXCESS RETURNS.

6-3.1 All shipments will be checked to ensure the label bears the correct TODO code number and address. Misdirected shipments of unclassified TOs will be forwarded to the correct address when possible.

6-3.2 Shipments will be opened promptly and checked to ensure the TO number and the quantity agree with that shown on the label or record portion and document receipt. Classified document receipts will be signed and promptly returned to the address shown on the receipt. When a shortage exists, enter the words "Shortage, quantity received (number)" on the face of the label and forward it to the appropriate TO Manager for shipping action. When the TO is unclassified, any extra copies received may be held or destroyed, except when a significant number is involved. When there is a

significant number of excess copies of unclassified TOs or when the TO is classified, request disposition instructions from the appropriate TO Manager.

NOTE

No return shipment of TOs shall be initiated without the approval of the TO Manager.

6-3.3   When incorrect TOs are received, notify the appropriate TO Manager of the pertinent details. The TO Manager will then advise the TODO what action is required.

6-3.4   TODOs will distribute routine TOs to subaccounts within two work days after receipt. Urgent and immediate TOs will be redistributed immediately.

6-4   NEW ORGANIZATION OR MISSION INITIAL TO DISTRIBUTION LISTS.

If new organizations are established or new missions are assigned to existing organizations, it may be beneficial to establish ID lists for initial "push" distribution of required TOs. These lists, formerly called "List of Applicable TO (LATO)" distribution, can be established as required, based on weapon system or organization profiles stored in JCALS.

6-4.1   The affected MAJCOM determines which TOs are required to establish and maintain an operational and/or weapons system library. Preparation and application of a profile ID list will establish ID and provide automatic requisition action for all TOs listed in the profile.

6-4.2   Since ID requirements for sponsor approval "Y" TOs established as the result of a profile list are considered approved by the TO Manager, separate justification letters are not required.

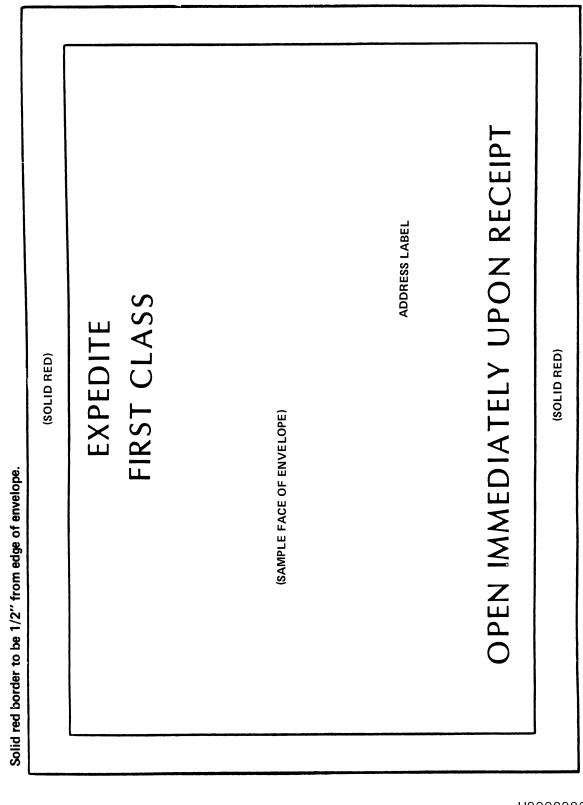6-4.3   Detailed procedures for establishing and maintaining profile lists will be developed when the need arises.

Solid red border to be 1/2" from edge of envelope.

(SOLID RED)

EXPEDITE
FIRST CLASS

(SAMPLE FACE OF ENVELOPE)

ADDRESS LABEL

OPEN IMMEDIATELY UPON RECEIPT

(SOLID RED)

H9002980

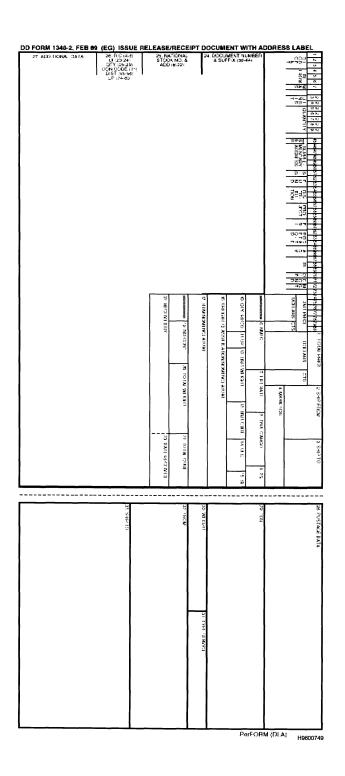*Figure 6-1.   S, SS, and TCTO Package Marking*

Figure 6-2.   DD Form 1348-2, Issue Release/Receipt Document
with Address Label

CHAPTER 7

NUCLEAR WEAPONS TOs

7-1 INTRODUCTION.

7-1.1 Purpose. This chapter contains policy and procedures used to obtain, manage, and distribute TOs applicable to nuclear weapons. Requests for all nuclear weapons data, including technical manuals and videotapes, will be submitted to SA-ALC/NWTD, 413 N. Luke Drive, Kelly AFB TX 78241-5314, for processing in accordance with the distribution statement. Terms applicable to this chapter are in the Glossary.

7-1.2 General. Procedures in other chapters of this TO apply, except as otherwise specified herein. For nuclear weapons data, direct matters concerning management policies, procedures, requirements, requisitions, assignment, and cancellation of TODO codes, assignment of new TO numbers, text of TOs, status of forthcoming TOs, and changes not yet indexed to SA-ALC/NWTD. Order nuclear weapons TOs and other data, whether managed at SA-ALC/NWTD or other locations, using the paper AFTO Form 187 only. Forms requesting nuclear TOs may be faxed to DSN 945-7406 with the original copy mailed thereafter.

7-1.2.1 Joint Nuclear Weapons Publication System (JNWPS) videotapes are obtained and managed through procedures outlined in this chapter for TOs. Distribution of TOs and videotapes is normally limited to those who perform hands-on procedures. Recommendations for development of new videotapes to cover specific procedures in JNWPS manuals are submitted to SA-ALC/NWTD.

7-1.2.2 All unclassified nuclear TOs are sponsor approval "Y" coded and will require justification in a letter attached to the AFTO Form 187 when requirements are established.

7-1.2.3 Matters relating to packaging and shipping, including faulty packaging, postal registration numbers, and security violations resulting from inadequate packaging, will be directed to the appropriate warehouse (TO shipment point). Send an information copy to SA-ALC/NWM-Security, 413 N. Luke Drive, Kelly AFB TX 78241-5314 (message address WPNS DIR KELLY AFB TX//NWM-SCTY//). For TOs managed at Kelly AFB, the warehouse address is 76 CS/SCSPT, Bldg 3060, Door 27, 405 Fickel St. Ste 1, Kelly AFB TX 78241-6111 (message address is 76 CS KELLY AFB TX//SCSPT//). For TOs managed at Hill AFB UT, the

TO warehouse address is 75 CS/SCSA, 7535 8th Street, Ste B, Bldg 820, Hill AFB UT 84056-5008 (message address 75CS HILL AFB UT//SCSPT//). For TOs managed at Tinker AFB OK, the TO warehouse address is 72 CS/SCSPT, 7851 Arnold St., Bldg 3, Door 56, Tinker AFB 73145-3021 (message address 72CS TINKER AFB OK//SCSPT//).

7-1.3 Approving Agencies. The offices listed below are responsible for monitoring and approving USAF or other US government agency requests for classified TOs, assignment/change/cancellation of NW TODO codes for Category 11N or 60N TOs, and approval of all contractor requests for TOs. These agencies are:

NW TOs	NW EOD TOs
ACC/XRWS	ACC/CEXE
AETC/LGSWA	AETC/CEOX
AFMC/DRAW	AFMC/CEPR
ANG/LGM	ANG/CEXE
AMC/DOOO	AMC/CEOX
PACAF/LGWX	PACAF/CEOOD
USAFE/LGWN	USAFE/CEXE
AFSPC/LGMW	AFSPC/CEPX
ACO/PCO (Contractors)	ACO/PCO (Same)
AFSC/SEW	
AFRC/LGWN	
AAC/WNL	
OL-EL/ELO	

7-2 RESPONSIBILITIES.

7-2.1 SA-ALC/NWTD as TO Manager will:

7-2.1.1 Manage the requirements, distribution, and control for all nuclear TOs indexed in 0-1-11N-C, regardless of the managing agency, and any related publications, including nuclear EOD TOs, JNWPS manuals with AF users, and requests from foreign governments.

7-2.1.2 Manage and assign NW/NW-EOD/NW-FMS TODO codes.

7-2.1.3 Act as final screening and distribution approving agency for USAF requirements and requisitions submitted for all nuclear TOs.

7-2.1.4 Suspend/cancel distribution to TODOs who fail to comply with this chapter. NWTD will notify the TODO and approving agency when an

account is suspended due to discrepancies that require correction (e.g., change of address).

7-2.1.5 Single Managers (SMs) will provide the appropriate warehouse with a letter listing the names, grades, duty titles, telephone extension, and representative signatures of personnel who are authorized to approve TO distribution.

7-2.2 Approving Agencies will:

7-2.2.1 Ensure that users are placed on distribution for classified nuclear TOs on a need-to-know basis. Approve or disapprove requests for all classified nuclear TOs.

7-2.2.2 Furnish SA-ALC/NWTD with a letter listing the names, grades, titles, functional address symbols, telephone extensions, and representative signatures of personnel authorized to act as approving agent. Submit a revised letter promptly when changes occur.

7-2.2.3 Approve/disapprove requests for NW TODO codes (AFTO Forms 43), changes to AFTO Forms 43, or cancellation of accounts.

7-2.3 Country Validation Agencies will:

7-2.3.1 Approve and coordinate establishment of NW-FMS-TODOs.

7-2.3.2 Prepare an AFTO Form 187 with required justification when one is not provided by the requesting government.

7-2.4 Each SM's warehouse will:

7-2.4.1 Perform all functions related to receiving, shipping, and storage of nuclear data (paragraph 7-6.7).

7-2.5 User Organizations will:

7-2.5.1 Initiate AFTO Forms 43 and forward through the approving agency for assignment of NW TODO codes. Submit a revised AFTO Form 43 promptly when changes occur.

7-2.5.2 Prepare and submit requisitions.

7-2.5.3 Maintain nuclear TO libraries (paragraph 7-4).

NOTE

When contract personnel perform the TODO functions, requests for unclassified nuclear TOs will be submitted directly to SA-ALC/NWTD, and requests for classified TOs will be submitted through the approving agency.

7-2.5.4 Validate their nuclear TO requirements annually during the month of January, or as required by SA-ALC/NWTD.

7-2.6 Contractor Organizations will:

7-2.6.1 Submit a DD Form 2345, Militarily Critical Technical Data Agreement, along with their AFTO Form 43 when the account is established. The data custodian (block 3 of DD Form 2345) must be one of the individuals appointed as TODO (block 6 of the AFTO Form 43). The addresses provided on both documents must be the same. If a contractor wishes to certify more than one individual to request and receive export controlled data, a separate DD Form 2345 will be provided for each individual. If the contractor requires data at several locations, a DD Form 2345 will be submitted, along with an AFTO Form 43, and a separate TODO code will be assigned for each location.

7-2.6.2 Submit all TO requirements through the ACO/PCO for approval.

7-2.7 ACOs/PCOs will:

7-2.7.1 Assist contractor personnel in preparing AFTO Form 43 to request assignment, change, or cancellation of NW TODO code and AFTO Form 187 to establish or change requirements or requisition nuclear TOs.

7-2.7.2 Approve distribution of nuclear TOs to contractor personnel and upon contract termination, ensure classified TOs are returned to DOD control.

7-3 INDEXING NW TOs AND RELATED PUBLICATIONS.

7-3.1 TO 0-1-11N, Numerical Index to Joint Nuclear Weapons Publications, lists all joint-use technical publications and videotapes applicable to the joint nuclear weapons program.

7-3.2 TO 0-1-11N-C, Numerical Index to Joint Nuclear Weapons Publications - AF Supplement, lists all nuclear TOs published for exclusive use by the Air Force, regardless of the SM location. As nuclear data transitions from SA-ALC/NWTD, the new managing agency is listed in this index.

7-4 NUCLEAR WEAPONS TO PUBLICATION LIBRARY.

7-4.1 All nuclear TO libraries will be maintained according to chapter 3 of this TO.

7-4.2 Advance Interim Changes (AIC) and Interim Changes (IC) issued in support of JNWPS manuals are filed in the same manner as interim operational supplements and operational supplements.

7-5 REQUESTING NUCLEAR WEAPONS TODO CODES.

The following procedures apply to US government and contractor organizations (see paragraph 7-7 for FMS procedures):

7-5.1 <u>User Organization.</u> The AFTO Form 43 will be used to request assignment, change, or cancellation of an NW-TODO or NW-EOD-TODO code. NW-EOD-TODOs may use their assigned code to obtain all NW TOs. The AFTO Form 43 will be completed in accordance with chapter 3. Five copies of the form will be prepared; one copy is retained for suspense, the original and three copies will be forwarded to the appropriate approving agency. Approving agencies may fax an approved or corrected AFTO Form 43 to SA-ALC/NWTD at (210) 925-7406 or DSN 945-7406. This will allow immediate shipment of TOs for a period of 30 days only. The original AFTO Form 43 must be provided to NWTD for continued shipments after the initial 30-day period.

7-5.2 When TOs are required at the time of initial request for TODO code assignment, a completed AFTO Form 187 may be attached to the AFTO Form 43.

7-6 DISTRIBUTION REQUIREMENTS.

7-6.1 <u>Establishing Requirements For New TOs.</u> ID requirements for nuclear TOs and videotapes will be submitted as soon as they appear in the index, using an AFTO Form 187. Route requests for classified nuclear TOs or videotapes through the approving agency. Submit requests for unclassified nuclear TOs or videotapes with justification directly to SA-ALCL/NWTD. When the TO is printed, distribution will be made automatically.

7-6.2 <u>TCTOs.</u> All requirements for nuclear TCTOs will automatically be shipped to the TODO in the same quantity as the unit's established requirement for the governing maintenance TO. TCTOs not applicable to their unit may be disposed of in accordance with the destruction notice on the title page.

7-6.3 <u>Classified TOs.</u> Requirements for all classified TOs will be submitted on a separate AFTO Form 187 through the approving agency.

7-6.3.1 Classified nuclear TOs will be wrapped in accordance with DOD 5200.1-R and AFI 31-401. A label will be placed on the outer and inner wrappers and the record portion of the AFTO Form 274 placed inside the package. When more than one nuclear TO is included in a package, the label for one TO will be used as a mailing label. The other labels will be placed inside the package. Classified

and unclassified TOs will not be combined in one shipment.

NOTE

The TODO will initiate a security investigation IAW AFI 31-401, table 6-1, for classified copies lost, not received or received incomplete. SA-ALC/NWTD/NWM-Scty will be promptly notified if a compromise has occurred so that a damage assessment can be accomplished.

7-6.3.2 All shipments of Secret nuclear TOs will be accompanied by an AF Form 310. This form serves as a shipping document and record of receipt. These receipts must be signed and returned to the SM's servicing TO warehouse, immediately after verification of shipment. Failure to return the signed copy to reach Kelly AFB within 30 calendar days (45 calendar days for overseas TODOs) from date of dispatch constitutes a violation of security requirements. All shipments of TOs will be opened promptly and checked to ensure the TO number and the quantity agree with that shown on the mailing label. All shortages will be reported to the appropriate warehouse, with an information copy to SA-ALC/NWTD/NWM-SCTY.

7-6.4 <u>Unclassified TOs.</u> An original and one copy of each AFTO Form 187 submitted for initial, one-time, or changing requirements will be forwarded directly to SA-ALC/NWTD for processing. Each AFTO Form 187 must have a justification attached when the TO is initially requested, since all unclassified nuclear TOs are sponsor approval "Y" coded. The forms and attached justification may be mailed or faxed to SA-ALC/NWTD at Comm (210) 925-7406 or DSN 945-7406.

7-6.5 <u>Annual Validation of TO Requirements.</u> In January of each year, NWTD will provide every TODO with a Master Requirements List (MRL) for review. If no changes are required, the certification will be signed by the TODO and returned directly to SA-ALC/NWTD. If increases, decreases, or deletions are required, an AFTO Form 187 will be completed to adjust requirements.

7-6.6 <u>Completion of AFTO Forms 187.</u> Enter the NW or NW-EOD TODO address and code number in blocks 1 and 2, respectively. All AFTO Forms 187 will be signed in block 3 by the TODO. For classified requirements, block 4 of all AFTO Forms 187 will be signed by the authorized individual at the approving agency. The rest of the form is completed according to paragraph 4-5.

7-6.7 <u>TO Distribution.</u> When stock is received by a TO warehouse, they will send a copy of the TO and an AFMC Form 145 to the TO Manager for a

printing quality review. The AFMC Form 145 will include the TO number, date, classification, and type; and the quantity and date received.

7-6.7.1 After the TO manger approves the data for distribution, he or she will prepare the appropriate shipping labels (AFTO Forms 273 for unclassified TOs and AFTO Forms 274 for classified TOs). An AF Form 310 is also prepared when TOs are classified SECRET. A Master Requirements Listing (MRL) will be included in the initial distribution (ID) package. The package is sent to the appropriate TO warehouse for action. When ID is completed, the warehouse will mail a copy of the AFMC Form 145 and MRL to SA-ALC/NWTD indicating the shipment date.

7-6.7.2 When initial, increases, and one-time requirements are submitted on an AFTO Form 187 to SA-ALC/NWTD, appropriate shipping labels and document receipts will be prepared and forwarded to the TO's warehouse for distribution. When shipment has been made, the warehouse will provide SA-ALC/NWTD with a copy of the AFTO Form 276 or the AF Form 310 with the shipping date annotated.

7-7 FOREIGN MILITARY SALES (FMS) PROCEDURES.

Nuclear TO support to foreign governments is provided according to AFMAN 23-110, AFI 16-201, AFI 31-401, AFMAN 16-101, and European Command Directive 60-10. The following procedures implement those directives:

7-7.1 <u>USAF Agency Actions for Nuclear TOs.</u>

7-7.1.1 SAF/IAD is the USAF Release Approving Agency for nuclear TOs required by foreign countries. SAF/IAD will furnish SA-ALC/NWTD with a letter containing the names, grades, duty titles, office symbols, telephone extensions, and representative signatures of officials authorized to approve release of classified nuclear TOs to foreign governments. IAD will submit a revised letter when changes occur.

7-7.1.2 Annually, all nuclear TO distribution requirements to foreign countries must be validated by the TODO through the Country Validation Agency.

7-7.1.3 OL-EL/ELO, as European validation agency, will provide a letter to SA-ALC/NWTD listing the names, grade, duty titles, office symbols, and telephone extensions of the individuals authorized to sign AFTO Forms 43 and 187.

7-7.2 <u>Establishing a NW-FMS-TODO (applies to USAFE organizations only).</u> Five copies of an AFTO Form 43 will be prepared by USAF organizations desiring to establish an NW-FMS-TODO. One

copy will be retained for suspense, while the original and three copies will be forwarded to OL-EL/ELO. OL-EL/ELO will sign Block 8 and forward the original and two copies to SA-ALC/NWTD for action. The following instructions will be used with the procedures in chapter 3 to complete the AFTO Form 43.

7-7.2.1 Block 3: Add a line indicating "For Transfer to Non-US recipient (identify country and unit)."

7-7.2.2 Block 4g: Check "Other" block and enter "NW-FMS-TODO." On the back explain that the requested TODO will be used to funnel releasable unclassified nuclear TOs to foreign national units or agencies. Provide enough information (i.e., systems and equipment being used by the foreign unit or agency) to support release requests. If classified information must be used to justify requests, it will be submitted in a separate cover letter.

7-7.2.3 Block 6: This block will contain the signatures of USAF personnel responsible for the NW-FMS-TODO.

7-7.2.4 Block 7: Not used.

7-7.2.5 Block 8: Used by OL-EL/ELO to indicate the NW-FMS-TODO is approved.

7-7.3 <u>Validating FMS Requirements and Requisitions for Nuclear TOs.</u>

7-7.3.1 An MRL will be provided to each TODO in January to validate TO requirements. TODOs will review the listing and provide an AFTO Form 187 if there are additions or deletions. If no changes are needed, the certification will be signed by the TODO and returned directly to SA-ALC/NWTD.

7-7.3.2 Air Force agencies in Europe will forward their AFTO Forms 187 through OL-EL/ELO, Unit 8745, APO AE 09094-8745, for approval of classified additions or deletions. AFTO Forms 187 with unclassified additions or deletions will be forwarded directly to SA-ALC/NWTD.

7-7.4 <u>FMS Release Approval.</u>

7-7.4.1 SA-ALC/NWTD will release unclassified nuclear TOs to foreign countries after approval by SAF/IAD.

7-7.4.2 Requests for classified nuclear TOs will be forwarded to SAF/IAD for coordination and approval.

7-7.4.3 SAF/IAD will provide written notification to SA-ALC/NWTD and the Air Force agency which forwarded the request. The notification will include the case number under which the determination is referenced and any sanitization requirements.

7-7.5 FMS Distribution.

7-7.5.1 When directed by SAF/IAD, the Single Manager's technical content manager will prepare a sanitized nuclear TO.

7-7.5.2 The TO Manager will arrange for printing of the required number of copies of the sanitized nuclear TO.

7-7.5.3 Prior to distribution, SA-ALC/NWTD will ensure that a foreign country has been approved for receipt of the data.

7-7.5.4 Classified nuclear TOs will be forwarded to SAF/IAD for distribution.

7-7.5.5 After approval by SAF/IAD, unclassified nuclear TOs will be sent through the NW-FMS-TODO at the Embassy, which will transfer the TOs to appropriate foreign national personnel.

7-8 DECALS AND IDENTIFICATION PLATES.

Requests for decals and identification plates listed in Air Force nuclear TOs (Category 11N) as indexed in TO 0-1-11N-C must be submitted to SM's TO warehouse, as prescribed in DODD 5330.3/AF Sup, Defense Automated Printing Service (DAPS).

CHAPTER 8

INTERSERVICE DISTRIBUTION OF TECHNICAL PUBLICATIONS - AIR FORCE, ARMY, NAVY, MARINE CORPS, AND DEFENSE LOGISTICS AGENCY (DLA)

8-1 GENERAL.

Air Force, Army, Navy, Marine Corps, and DLA will exchange technical publications as provided for in AFJI 21-301. This chapter contains policy and procedures on interservice distribution of technical publications not integrated into the Air Force TO system. Administrative publications are obtained in accordance with AFI 37-161.

NOTE

> These procedures may change if JCALS will allow ordering other-service manuals without establishing special accounts.

8-2 REQUIREMENTS.

AF activities will submit requirements for publications of another service to the TODO, with justification. For orders of more than 25 copies of a publication of another service, see paragraph 8-7. The TODO will verify the requirements and forward the initial package with justification to OC-ALC/TILUB. Questions concerning receipt of manuals and followup action will be directed to OC-ALC/TILUB.

8-3 OBTAINING ARMY PUBLICATIONS AND RELATED FORMS.

8-3.1 To obtain unclassified Army technical publications on a one-time basis, a TODO that does not have an Army account will submit a letter request to OC-ALC/TILUB. The letter will include the TODO and TM Account codes and DSN number, the publication number, the quantity required, the address to which the publication should be shipped, and justification for the request. Classified publications cannot be requested on a one-time basis through OC-ALC/ TILUB.

8-3.2 With proper justification, a TODO may establish an Army technical publications account to enable continuing distribution of the technical publications listed in DA PAM 25-30, Consolidated Index of Army Publications and Blank Forms. Procedures are specified in DA PAM 25-33, User's Guide for Army Publications and Forms. The request for assignment of an Army account number will be submitted on a DA Form 12-R, Request for Establishment of a Publications Account, sent through OC-ALC/TILUB for approval or disapproval. If approved, OC-ALC/TILUB will forward the package to the appropriate Army organization for processing. If disapproved by OC-ALC/TILUB or the Army, the package will be returned with reasons for disapproval. DA Form 12-R is available from the US Army Publishing Agency (USAPA) web site, *http://www-usapa.army.mil/*. After the Army technical publications account is established, other DA-12 series forms, with the exception of the DA Form 12-R, will be submitted according to AF PAM 25-33.

8-3.3 All DA Forms 12-R for technical publications accounts, including those marked as a change in Block 3b, must be sent to OC-ALC/TILUB for AF authorization and forwarding to the Army. The forms will be completed as follows:

8-3.3.1 Blocks 1 – 3: Leave Block 1 blank when requesting a new account. Enter the current date in Block 2. Check the appropriate box under Block 3.

8-3.3.2 Block 4 (FROM): Include the TODO code in addition to the complete 3/4-line address information and 9-digit ZIP code.

8-3.3.3 Block 5 (THRU): Enter "OC-ALC/TILUB, 7851 Arnold St Ste 201, Tinker AFB OK 73145-9147."

8-3.3.4 Block 6 (TO): Enter "U.S. Army Publication Agency, ATTN: DOF, 1655 Woodson Road, St. Louis MO 63114-6181."

8-3.3.5 Block 7a (REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE): Check the publications block only. Leave Block 7b blank.

8-3.3.6 Block 8 (UNIT DESCRIPTION DATA): Check "Air Force" in Block 8a and enter the DODAAC in Block 8g.

8-3.3.7 Blocks 9a, b and c: Must be completed with the TODO's information.

8-3.3.8 SECTION II, ACCOUNT CLASSIFICATION LEVEL: Check the appropriate box under Block 10. If Confidential or Secret are checked, the organization's security officer will complete Blocks 11a, b, and c to confirm the capability to handle classified.

8-3.3.9 <u>SECTION III, CHANGE OF ADDRESS:</u> Complete only if Block 3b was checked.

8-3.3.10 <u>SECTION IV, AUTHENTICATING OF-FICIALS:</u> The organization commander will complete the first line (Blocks a, b, and c). OC-ALC/TILUB will complete the second line.

8-3.4 Initial Distribution (ID or "subscription") is similar to ID for Air Force TOs – it provides for delivery of all future editions and updates in the quantities requested. The primary method for establishing ID requirements for most Army technical and administrative publications is through the Army Publications and Forms Ordering and Subscription System found on the USAPA web site listed above, using option 4 (the "DA Form 12-99-R" format). TODOs who do not have access to the Internet may order a CD-based version of the ordering system and publication/forms index by sending a request to the Commander, USAPPC, ATTN: ASQZ-IM, 2461 Eisenhower Ave, Alexandria VA 22331-0302. TODOs will consolidate requirements for all the units they support and submit them under a single account. The forms will be completed according to DA PAM 25-33.

8-3.5 ID of EOD and Nuclear Weapons publications is authorized only with MAJCOM and OC-ALC/TILUB approval. DA Form 12-29-R, Subscription For Explosive Ordnance Disposal (EOD) Technical Publications; and DA Form 12-35-R, Subscription For Nuclear Weapons Publications; are included in TM 39-0-1A, which also provides instructions for completing and submitting the forms.

8-3.6 The Army requires use of a different format for requisitioning copies of publications. The "Resupply" system (options 1 or 2 of the Army Publications and Forms Ordering and Subscription System) is used to replace lost or worn publications, order publications not received through continuing distribution, and to requisition current editions for the unit library. (Current editions are not automatically shipped when ID is established.) Replacement copies are requested using the "DA Form 4569" format either from the web page or the CD (paragraph 8-3.4) according to DA PAM 25-33.

NOTE

At this time, USAPPC cannot accept requisitions via Defense Information Services Network (FTP).

8-3.7 <u>Additional Guidance.</u>

8-3.7.1 If an obsolete or incomplete DA 12-series form is submitted, it will be returned without action for re-accomplishment.

8-3.7.2 After a technical publications account has been established with the US Army Publications Distribution Center at Baltimore, the unit will receive all continuing distribution directly from the applicable Army Publications Distribution Center.

8-3.7.3 When items are deleted from the system, requirements are automatically deleted without submission of a DA-12 series form.

8-3.7.4 SAF/AAIPD is responsible for administrative, doctrinal, and training publications support. Requests for these publications should be processed through SAF/AAIPD according to AFI 37-161.

8-4 OBTAINING NAVY PUBLICATIONS.

Navy technical manuals are under the cognizance of several Navy components: Naval Air Systems Command (NAVAIR); Naval Sea Systems Command (NAVSEA); Space and Warfare Systems Command (SPAWAR); Naval Facilities Engineering Command (NAVFAC); and Naval Supply Systems Command (NAVSUP). Other types of Navy publications include departmental directives (instructions) and technical directives (power plant changes/bulletins). The following procedures apply to establishing requirements and requisitioning Navy publications. Since Naval Air Technical Services Facility (NATSF) and the Aviation Supply Office (ASO) at Philadelphia PA no longer accept manually prepared requests, manual procedures are addressed only when referring to actions between the TODO and OC-ALC/TILUB.

8-4.1 <u>Automatic Distribution.</u>

8-4.1.1 Air Force TODOs can be assigned a NAVAIR account number by NATSF to allow automatic distribution of NAVAIR technical manuals. NAVAIR accounts should be limited to one account for each base, if possible; preferably the Base TO Distribution Office (BTODO).

8-4.1.2 To obtain a NAVAIR account and establish initial requirements for NAVAIR publications, submit a letter of justification to OC-ALC/TILUB, for approval of the Navy Interservice Coordinator. The letter must include your TODO number, complete mailing address, point of contact, DSN number, NAVAIR publication numbers required, quantity, and signature of the TODO or alternate. Upon OC-ALC/TILUB approval, the request will be sent to NATSF for assignment of an account number and notification of the requesting organization. If the request is disapproved by NATSF or OC-ALC/TILUB, the requesting activity will be notified with reason for disapproval. A NAVAIR account will not be established if requirements for publications are not included with the request for an account.

8-4.1.3 Establishing requirements for NAVAIR technical manuals does not cause the existing publications to be shipped. OC-ALC/TILUB will take additional action to requisition the existing publications, if required, when processing the request for assignment of an account number. Automatic distribution will begin with the next increment that is distributed.

8-4.1.4 After an account number is assigned, submit NAVAIR requirements to the Navy by FTP or floppy disk. Navy publications can also be ordered through the Navy web site at URL *http://www.nll.navsup.navy.mil.* A password must be obtained through this address to allow access and use of the site.

8-4.1.4.1 Requirements transmitted by FTP will be addressed to the Defense Automatic Addressing System (Message Address: DAAS DAYTON OH). Follow FTP instructions provided by your local communications center and DAAS. (The DAAS computer electronically transmits to the Navy computer daily.)

8-4.1.4.2 To submit requirements by floppy disk use the Automatic Distribution Requirements List from the NATSF Technical Publications Library (TPL) program. The microcomputer software package can be obtained from Commanding Officer, Naval Air Technical Services Facility, ATTN: ADRL Request, 700 Robbins Ave. Philadelphia PA 19111-5097. Follow instructions in the program and those provided by NATSF.

8-4.1.5 Submit initial distribution for Navy publications, other than NAVAIR, by letter of justification to OC-ALC/TILUB. Include TODO number, address, point of contact, DSN number, publication number, quantity, and signature of the TODO or alternate. Adjustments to these requirements will also be sent to OC-ALC/TILUB by letter.

8-4.1.6 When address changes occur for a NAVAIR account, notify OC-ALC/TILUB in addition to NATSF.

8-4.2 Requisitions:

8-4.2.1 Organizations assigned a NAVAIR account number and also a Department of Defense Activity Address Code (DODAAC), as identified in DOD 4000.25-6-M, shall submit requisitions for stock numbered publications shown in NAVSUP 2002, Navy Stock List of Publications and Forms, to the Navy by floppy disk or electronic means.

8-4.2.1.1 Floppy disks, prepared using the TPL program, should be sent to Commanding Officer, ASO Cog OI Support Branch, Code 03443, 5801 Tabor Ave. Philadelphia PA 19120-5099.

8-4.2.1.2 FTP requisitions will be transmitted to DAAS DAYTON OH in the DOD Single Line Item Requisition System format. Follow FTP instructions provided by your local communications center and DAAS. (The DAAS computer electronically transmits to the Navy computer daily.)

8-4.2.1.3 Another method is to submit a full DOD Requisition in message format to DAAS DAYTON OH, content indicator code IAZZ.

8-4.2.1.4 The information in table 8-1 taken from NAVSUP 437, MILSTRIP/MILSTRAP, and NAVSUP 409, Desk Guide MILSTRIP/MILSTRAP, is furnished to assist in preparing the MILSTRIP format message.

8-4.2.2 Organizations assigned a Navy account number but not a DODAAC, will submit requisitions for stock numbered publications shown in NAVSUP PUB 600 by letter to OC-ALC/TILUB. Include assigned Navy account number in the letter. A DODAAC is required to allow ordering of Navy publications directly from the Navy. Air Force organizations should send a letter of justification to AFMC LSO/LOTA, Attn: DODAAC Monitor, 4375 Chidlaw Rd Ste 6, Wright Patterson AFB OH 45433-5006, DSN 787-7223, Fax 787-4351, for assignment of a code. Non-AF organizations contact DAASC/DSDC, 5250 Pearson Rd, WPAFB OH 45433-5328, DSN 986-3247, Commercial (937) 656-3247, for information and assistance.

8-4.2.3 One time requisitions from organizations not assigned a Navy account number, or for which a stock number cannot be identified, should be submitted by letter of justification to OC-ALC/TILUB. Include TODO number, publication numbers, quantity, address, point of contact, and DSN number.

8-5 OBTAINING MARINE CORPS PUBLICATIONS.

Submit requests for Marine publications to OC-ALC/TILUB by letter of justification. The letter should include publication number, quantity, state whether continuing distribution or requisition to fill one-time need is required, TODO code and address, point of contact, DSN number, and signature of the TODO or alternate.

8-6 FURNISHING TOs FOR OTHER DoD ACTIVITIES.

Non-AF DOD organizations that require TOs must first establish a TODO code (paragraph 3-2). Detailed instructions for preparation and submission of Air Force TO Publication Requests (TOPR) are described in chapters 3, 4, and 5.

8-6.1 An Air Force TODO code allows users to establish both ID (subscription service) and one-time requisition (distribution) of TOs. Request TODO codes according to chapter 3. A letter of

justification must accompany the AFTO Form 43. Before requesting a TODO code, determine if a code already exists at the installation. If a code is already assigned, all activities on the installation should obtain AF TOs through the assigned code. Information can be obtained from the interservice coordinator at OC-ALC/TILUB concerning TODO codes presently assigned.

NOTE

ID for AFTOs cannot be established until the requiring organization has a TODO code.

8-6.2   After assignment of the TODO code, initial distribution/requisition requests for up to 25 copies are submitted by FTP using an ATOMS TOPR according to instructions in paragraph 4-6.

8-6.3   Submit one-time requests by letter of justification, e-mail, ATOMS or JCALS to TILUB. Include TO number, quantity, address, point of contact, and DSN number. For the latter two submission methods, justification must be sent separately via post or e-mail.

8-7   BULK SHIPMENTS.

A request for more than 25 copies must be submitted as a bulk requirement with printing funds chargeable to the Air Force. Follow procedures in AFJI 21-301/AR25-36/OPNAVINST-5600.22/MC05-215.16A/DLAR4151.9 to procure joint use technical publications.

8-8   COMMERCIAL MANUALS.

Only one copy of commercial manuals will be furnished. When an AF activity requires more, the TODO will advise the applicable TO Manager and arrangement will be made to purchase additional copies from the contractor.

8-9   CONTRACTORS.

Requests from contractors for Army, Navy, Marine Corps, and DLA technical publications required to support a government contract must be submitted to the service which has primary responsibility for the technical publication.

Table 8-1. MILSTRIP Format

RECORD POSITION	TITLE	ENTRY
1-3	Document Identifier:	Enter AOD
4-6	Routing Identifier:	Enter NFZ
7	M&S Code:	Enter S
8-20	Stock Number:	Enter stock number given in NAVSUP 2002, with no dashes.
21-22	Blank	Leave Blank
23-24	Unit of Issue:	Enter EA
25-29	Quantity:	Enter a five-digit number (i.e., 00001)
30-35	Unit Identification Code:	Enter assigned DODAAC (DOD 4000.25-6-M)
36-39	Julian Date:	Enter last digit of calendar year and Julian date (Example: 12 May 92 is entered 2133).
40-43	Serial Number:	Enter a number starting with 0001 each day and number consecutively with each publication requested.
44	Demand Code:	Enter R
45-50	Supplementary Address:	Enter USAF TODO code preceded by YT. (Example: YT5555)
51	Signal Code:	Enter D
52-53	Fund Code:	Enter XX
54	Blank	Leave Blank
55-56	Distribution:	Enter OI
57-59	Project Code:	Leave blank
60-61	Priority:	Enter two digit code as determined by the Force Activity Designator Code from NAVSUP 409 or 437.
62-64	Required Delivery Date:	Enter Julian date (at least 20 days after request date).
65-66	Advice Code:	Leave blank

CHAPTER 9

SPECIAL DISTRIBUTION

9-1   TOs FOR UNITS ON DETACHED SERVICE.

When detached service is for six months or less, units will normally receive TO support from the parent installation. For longer deployments, units may request establishment of, or submit their requirements to, a TODO where they will be located, 30 - 60 days before the desired effective date. Delete requirements at the former location as of the same date.

9-2   TOs FOR SECURITY ASSISTANCE ORGANIZATIONS (SAOs) AND DEFENSE CONTRACT MANAGEMENT ADMINISTRATIVE OFFICE (DCMAOs).

9-2.1   The Air Force section of an SAO or a DCMAO shall keep its organic requirements separate from country or contractor requirements.

9-2.2   Organic requirements will be established by SAOs in the same manner as any other USAF activity.

9-2.3   DCMAOs will develop TOPRs using ATOMS and mail them on floppy disk to the applicable TO Manager. A printed copy will accompany the floppy disk, with "REQUIRED FOR FOREIGN CONTRACT" printed in red at the top. The ALC TO Manager will contact the local Foreign Disclosure Office (FDO) for releasability of TOs required for foreign contractors.

9-3   TOs FOR OTHER GOVERNMENT ACTIVITIES.

9-3.1   The Air National Guard, AF ROTC, AF Aero Clubs, and comparable activities will obtain TOs in the same manner as active AF activities.

9-3.2   Other DOD agencies will obtain TOs under procedures in chapter 8.

9-3.3   Other US Government agencies are authorized TOs in connection with assigned duties. Reimbursement requirements will be determined by the TO Manager based on stock level and quantity requested.

9-3.4   Releasable TOs shall be provided without charge to state, city, and local governments; disaster control and civil defense organizations; and hospitals and schools when the TOs are required to support the operation and maintenance of equipment used in the interest of the general public.

9-4   TO REQUESTS FROM FOREIGN COMPANIES AND INDIVIDUALS.

A request for a USAF TO from a foreign company or individual that is not Security Assistance Program (SAP) support related must be submitted through their embassy to the FDO at the appropriate ALC. A US based foreign contractor representative responding to a procurement or competition advocacy announcement must submit their request to the announcing office for processing through the FDO to the TO Manager.

9-5   REQUEST FOR TOs BY QUALIFIED US CONTRACTORS WITHOUT ASSIGNED TODO CODE.

Requests for TOs shall be processed under procedures outlined in AFI 61-204. Requests will be answered within 30 calendar days or the requester will be notified of the reason for the delay.

9-5.1   Individuals and enterprises who have been assigned a qualified US contractor's code by the Defense Logistics Service Center (DLSC), United States/Canada Joint Certification Office, Battle Creek MI 49016-3412, in accordance with AFI 61-204, may request unclassified TOs for which they have been certified and registered by DLSC. Requests for TOs should be addressed to the responsible TO Manager listed in the index. Requests must be accompanied by a copy of their approved DD Form 2345 and the signature and business purpose on the request must coincide with the signature and business purpose on the DD Form 2345. Information on obtaining a qualified US contractor code may be obtained from DLSC, at 1-800-352-3572.

9-5.2   Requests for TOs approved for public release with unlimited distribution shall be processed by the TO Manager without the need for supporting material. Requests for non-public-release TOs must be accompanied by full justification, and must be approved by the TO's technical content manager.

9-5.3   Fees for data released for use by domestic purchasers will be limited to the direct cost of search and reproduction in accordance with DODI 7230.7, User Charges. Normally, collection of charges and fees will be made in advance of rendering the service. Charging appropriate fees for TOs is the responsibility of the prime TO Manager. Following receipt of a request for TOs, the prime TO

Manager will provide a price quote to the requester which will be valid for 60 days.

9-5.4   A request for a commercial manual that has been assigned a TO number shall be denied and the requester provided the name and, when available, the address of the commercial concern named on the manual. (Commercial manuals adopted as USAF TOs are exempt from public release under AFI 61-204 and the AF Supplement to DOD 5400.7-R.)

9-6   TOs REQUIRED FOR SUPPORT OF US GOVERNMENT CONTRACTS AND RELATED ANNOUNCEMENTS.

NOTE

Administrative Contracting Officer (ACO) and Procuring Contracting Officer (PCO) are used generically in the following subparagraphs to identify the specific "officer," the individual within the ACO/PCO's organization responsible for the specific contract, or other ACO/PCO designee, such as the Contracting Officer's Technical Representative (COTR).

9-6.1   TODO Codes for Contractors with Existing Contracts. The ACO may request assignment of a special purpose TODO code (chapter 3) to provide TOs directly to contractors. When such a code is assigned, the ACO will immediately notify OC-ALC/TILUB by revised AFTO Form 43 of any changes in the contractor's address, classification of TOs authorized or reason to cancel the code.

9-6.1.1   Authorized Contractor TODO Requests for TOs.   Contractors with valid TODO codes must prepare a TOPR file using ATOMS (see chapters 3, 4 and 5) for their contract-related TO requirements. TOPR files are then provided to the ACO for submittal.

9-6.1.1.1   The ACO will validate that TOs requested are necessary to support contracts they administer. This includes ensuring the contractor has a valid DD Form 2345 before approving requests for export controlled TOs.

9-6.1.1.2   The ACO will print, sign and retain a copy of the TOPR file and either submit the file via FTP to the Tinker Gateway (paragraph 4-6) or direct the contractor to mail the file on floppy disk with an ACO-signed copy of the TOPR to OC-ALC/TILUB.

9-6.1.2   TOs required as government furnished property in aircraft delivered to the AF by contractors shall be obtained by requisition through the PCO or ACO. Separate requisitions, covering a 3-month requirement, will be submitted for aircraft libraries and will be clearly marked "For Aircraft Libraries."

9-6.1.3   Contractor-operated AF base or organization TODOs (not assigned a SPTODOC according to paragraph 3-3) are authorized to establish ID requirements and request TO distribution as an AF activity.

9-6.2   TO Requests Related to Procurement and Competition Advocacy Announcements.

9-6.2.1   These TO requests must be submitted to the announcing contracting office and specify the solicitation and specific TO numbers. The announcing office must verify the bidder is an authorized contractor eligible to bid on the Request For Proposal (RFP). If so, and the TOs requested are required for the solicitation number quoted, the contracting office will print, sign and retain a copy of the TOPR. Approved requests shall be submitted to the responsible SM office for review of TO releasability and processing of the TO request. TOs releasable under provisions of AFI 61-204 shall be provided to the prospective bidders. TOs that are not releasable shall be made available for review in a bidder's library at the buying location.

9-6.2.2   While qualified US contractors may request TOs outside the procurement channel using paragraph 9-5 procedures, they are encouraged to submit these requests through the announcing office so it is aware of the need and can establish TO Manager response dates consistent with the announcement closing date. Paragraph 9-5 procedures are not subject to processing times tied to closing dates. TOs will be mailed only to US (including APO and FPO) addresses.

9-7   CONTRACTOR ACCESS TO USAF TO LIBRARIES.

Contractors may require access to USAF TO libraries when performing contract duties on Air Force installations. The contractors must be identified in an ACO/PCO letter to the library custodian. When access is required, the following procedures must be followed:

9-7.1   Contractors must submit their contract related TO library access request, including a list of specific TOs to be accessed, through their ACO. ACOs are responsible for approving the access requests, after verification of the TO list with the responsible TO content managers and coordination with the library custodian. If access to export-controlled or classified TOs is required, the ACO will also verify the contractor's security clearance and/or possession of a valid DD Form 2345, and require contractor personnel using a library containing export-controlled TOs to read and sign a copy of the "Notice to Accompany the Dissemination

of Export-Controlled Technical Data" (AFI 61-204).

9-7.2   A copy of the access approval and authorized TO list will be maintained by the library custodian. TOs will not be removed from the work area served by the library by contractor personnel. The ACO is responsible for notifying the custodian of any changes in access requirements or termination of the contract requiring access.

9-7.3   Access to limited rights or proprietary data in TOs is strictly forbidden without the express approval of the holder of the rights. When access to TOs with distribution statements other than "A" (unlimited distribution) is required, specific permission of the controlling Air Force office is required.

9-7.4   Access to distribution statement "A" TOs in the library will be limited to those required for contractual purposes and listed on the access approval list. Contractors may order distribution statement "A" TOs according to paragraphs 9-5 or 9-6.

9-7.5   The TO library custodian is responsible for controlling contractor access to TOs other than those approved in the access approval letter.

9-7.6   Contractor ID badges must be worn on an outer garment at all times while contractor personnel are in the library.

9-7.7   SETA contractors performing direct support of Air Force or other DOD activities shall be so identified in writing by their ACO/PCO, including any authorization for access to classified and restricted distribution TOs if required. They will be provided the same access and privileges as government personnel for the duration of the SETA contract.

9-8   TOs TO SUPPORT NON-USAF-MANAGED CONTRACTS AND DIRECT SALES PROGRAMS.

Contractors may need USAF TOs to perform a service contracted directly with a SAP or other foreign country. This requirement must be established by the country and charged to the appropriate TO publications case. The country may obtain the required TOs through its TODO and furnish them to the contractor; or the country may designate the contractor as the country's agent and request OC-ALC/TILUF to assign a Foreign Military Sales (FMS) TODO code to the contractor and use the country's TO publications case for billing purposes. TOs will be shipped directly to the contractor when the second method is used.

9-8.1   When Country Standard TOs (CSTOs) are required for the support of a direct service contract with a country, the country should request the TO Manager that manages the CSTO contract to amend the Stock, Store, and Issue (SSI) contract as necessary to supply CSTOs to the service contractor. A copy of the request should be forwarded to the Air Force Security Assistance Center (AFSAC) case manager and to OC-ALC/TILUF. If the SSI contractor wants OC-ALC/TILUF to supply shipping labels, an FMS TODO code must be assigned to the service contractor.

9-8.2   For a direct sales program, the country should establish its requirements for USAF TOs directly with OC-ALC/TILUF. An FMS TO publications case must be established if the country does not have one.

9-8.3   Under no circumstances will the contractor be authorized to requisition USAF TOs under a USAF contractor TODO code for the support of a non USAF-managed service contract or direct sales program. This action could result in unauthorized disclosure of information and violate public law on recouping costs.

9-9   FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FOR TOs .

These requests are submitted to the FOIA Office at the TO Manager's base shown in figure 1-1. FOIA requests are processed according to AF Supplement to DOD 5400.7-R.

9-10   RELEASE OF TOs IN SUPPORT OF LITIGATION.

The TO Manager may only release TOs in support of litigation when the US Government is a party to litigation, and by authority of the Judge Advocate (JA) office. Requests must clearly state that the government is a party to the litigation. When the government is not a party to the litigation, the TO Manager will follow normal release procedures. Data exempt from public disclosure is not required to be released unless under subpoena. However, if no significant purpose is served by withholding it, release may be authorized in coordination with JA, subject to use for and return at conclusion of the pending litigation according to AFI 51-301, Civil Litigation.

9-11   TOs FOR THE AIR FORCE REPOSITORY.

OC-ALC/TILU is responsible for the maintenance of the TO Repository, to comply with record retention requirements. A copy of all formal or preliminary TOs authorized for use by the Air Force or contractors will be provided to OC-ALC/TILUB, TODO Code 0086 TM Account number F*10SJ. Inactive TOs are retained for a limited period of time (usually six years).

9-12 SPECIAL REQUESTS FOR INACTIVE TOs.

Inactive TOs (rescinded, replaced, renumbered) may be requested from the TO Manager that was prime on the TO before it became inactive. The TO Manager will request a copy from the TO Repository, determine releasability in coordination with the previous content management activity, and provide the TO to the requester, or advise the requester of the reason for refusal.

9-13 CENTRALLY-SUPPORTED TODO FUNCTIONS.

In certain instances, units are assigned TODO codes, but are not required to perform all functions of a TODO. These units are normally in locations remote from a fully staffed TODO and require a code to receive direct distribution. In such cases the host base and OC-ALC/TILUB may agree to allow library maintenance and requisitioning by a designated fully-staffed BTODO, with distribution directly to the remote TODO.

9-14 DISTRIBUTION OF TO 00-105E-9 TO CIVILIAN FIRE DEPARTMENTS.

9-14.1 Civilian fire departments which might have to respond to military aircraft accidents may request issue of TO 00-105E-9, Aircraft Emergency Rescue Information. The request is submitted by letter through the Air Force Civil Engineering Support Agency (AFCESA)/CEXF, 139 Barnes Dr. Ste 1, Tyndall AFB FL 32403-5319. No AFTO Form 43, ATOMS TOPR or AFTO Form 187 is required.

9-14.2 AFCESA will verify the need for the TO and endorse justified requests to OC-ALC/TILUB. TILUB will establish a TODO code for the requesting activity and a requirement in JCALS for one copy of the TO.

9-14.3 OC-ALC/TILUB will send a letter to the requesting fire department, providing the TODO code number and instructions to use the code when requesting replacement copies, entering a change of address, etc. ALL actions on the account must be by letter through AFCESA.

CHAPTER 10

DISTRIBUTION OF NONNUCLEAR EXPLOSIVE ORDNANCE DISPOSAL (EOD) TOS

10-1   INTRODUCTION.

Nonnuclear Category 60 EOD TOs are joint service technical manuals. The Department of the Navy is Executive Manager of the joint service EOD program under DoD Directive 5160.62. The Naval Explosive Ordnance Disposal Technology Division (NAVEODTECHDIV), Indian Head MD, prepares, numbers, and distributes nonnuclear EOD publications in accordance with individual services' requirements. Detachment 63, AAC/CC, 2008 Stumpneck Road, Indian Head MD 20640-5099 (hereafter referred to as Det 63) is tasked to provide management assistance to include joint service verification and determine Air Force usability of these TOs.

10-2   GENERAL.

This chapter contains policy and procedures for distribution of nonnuclear EOD TOs. Policy and procedures for nuclear (Category 60N) EOD TOs are described in chapter 7. Policy and procedures relating to Security Assistance Programs are set forth in TO 00-5-19.

10-2.1   Nonnuclear EOD TOs are distributed quarterly on CD-ROM as part of the Automated EOD Publications System (AEODPS).

10-2.2   EOD source data is developed by prime contractors according to Data Item Description (DID) DI-SAFT-80931, and delivered to Det 63 and/or the NAVEODTECHDIV. Contractors who require source data or nonnuclear EOD TO information should contact Commanding Officer, NAVEODTECHDIV (Attn: Code 60), 2008 Stumpneck Road, Indian Head MD 20640-5070.

10-2.3   Interim Operational and Safety Supplements (IOS and ISS) are issued to Category 60 TOs in message format. Those messages issued between quarterly CD distribution will be filed electronically in the message data field of the AEODPS.

10-3   EOD TODOS.

10-3.1   Nonnuclear EOD TOs will be distributed only to specialized EOD TODO accounts. The MAJCOM EOD staff will recommend approval or disapproval of all requests to establish new AF EOD TODOs. EOD TODO codes will be assigned only to activities using Category 60 EOD TOs.

10-3.2   EOD TODO account codes will be assigned by Det 63. The codes are assigned solely for submitting requests and receiving nonnuclear Category 60 EOD TOs. If other TOs are required, they must be ordered through a regular TODO account.

10-4   ESTABLISHMENT OR CANCELLATION OF EOD TODO ACCOUNTS.

EOD TODO accounts will not be established for contractors. Requests to establish EOD TODO accounts at deployment locations may be submitted by the responsible MAJCOM EOD office in advance of a unit's move, to expedite processing. Once unit personnel are in place a follow-up AFTO Form 43 will be completed as specified below.

10-4.1   AFTO Form 43 requests to establish specialized EOD TODO accounts will be submitted through the requester's MAJCOM EOD office to Det 63.

10-4.2   Complete AFTO Forms 43 according to chapter 3 of this TO. Complete justification for needing nonnuclear EOD TOs will be entered on the reverse side of the form. When all current and future Air Force nonnuclear EOD TOs are required, the phrase "Automatic distribution is required" will be in Part I, Block 2 of the AFTO Form 43, in the box marked "Other."

10-4.3   Upon receiving AFTO Forms 43, the responsible MAJCOM EOD representative will review and verify the completed forms.

10-4.3.1   The MAJCOM representative will sign approved requests and forward them to Det 63.

10-4.3.2   The representative will return disapproved forms to the initiator with a letter of explanation.

10-4.4   Upon receiving an approved AFTO Form 43, Det 63 will:

10-4.4.1   Establish distribution for the account with the NAVEODTECHDIV.

10-4.4.2   Provide the MAJCOM and requester a copy of the approved AFTO Form 43 which includes the specialized EOD account code.

10-4.5   EOD TODO account holders will submit revised AFTO Forms 43 directly to Det 63 as routine personnel and address changes occur. Deployment locations manned on a rotational basis may

submit revised AFTO Forms 43 by the most expedient means available (e.g., fax or e-mail). The MAJCOM will notify Det 63 by letter or message when changes to established ID requirements occur. Det 63 will use the information to update distribution to the affected EOD TODO account.

10-4.6 In order to fulfill MAJCOM mission requirements, they may direct the updating and redistribution of complete nonnuclear EOD TO sets that are within the command. The MAJCOM and all affected units will notify Det 63 by letter, e-mail or message of the transfer/receipt of sets between affected EOD TODO account holders.

10-4.7 MAJCOMs will notify Det 63 of any excess or shortage of EOD TO sets that cannot be readily balanced within the MAJCOM. Det 63 will authorize redistribution of excess EOD TO sets between MAJCOMs and/or other military services.

10-4.8 The TODO will submit an AFTO Form 43, completed according to chapter 3, through the

MAJCOM EOD manager to Det 63 to cancel an account. Complete TO sets will be maintained until disposition instructions are provided by the MAJCOM or Det 63.

NOTE

Det 63 is the only agency authorized to approve the non-emergency destruction of complete EOD TO sets.

10-5 DISTRIBUTION SYSTEM.

Due to the unique mission requirements of activities requiring nonnuclear EOD TOs, the TOs are distributed as complete sets. Each set will consist of one copy of all approved nonnuclear EOD TOs. These TOs are listed in TO index 0-1-60-1. All new TOs, changes and revisions will be automatically forwarded in established set quantities directly to the EOD TODO.

APPENDIX A

LIST OF ACRONYMS

ACC	Air Combat Command
ACO	Administrative Contracting Officer
AEODPS	Automated EOD Publications System
AETC	Air Education and Training Command
AFCA	Air Force Communications Agency
AFCESA	Air Force Civil Engineering Support Agency
AFI	Air Force Instruction
AFJI	Air Force Joint Instruction
AFMC	Air Force Materiel Command
AFMETCAL	Air Force Metrology and Calibration Program
AFRES	Air Force Reserves
AFSC	Air Force Safety Center
AFSOC	Air Force Special Operations Command
AFSPC	Air Force Space Command
AFTO	Air Force Technical Order
ALC	Air Logistics Center (AFMC): OC - Oklahoma City; OO - Ogden; SA - San Antonio; SM - Sacramento; WR - Warner Robins
AMC	Air Mobility Command
ANG	Air National Guard
ARR	Account Reconciliation Report
ATOMS	Automated TO Management System
ATOS	Automated Technical Order System
BNCC	Base Network Control Center
BTODO	Base TO Distribution Office
CALS	Continuous Acquisition and Life-Cycle Support
CBTO	Computer-Based TO
C-E	Communications-Electronics
CNWDI	Critical Nuclear Weapons Design Information
COTS	Commercial Off-the-Shelf (Hardware, Software or Manuals)
CPIN	Computer Program Identification Number
CSRL	Code Selected Reconciliation Listing
CSTO	Country Standard TO
CTOM	Centralized Technical Order Management (Committee - AF)(Group - AFMC)

DA	Department of the Army
DCMAO	Defense Contract Management Administration Office
DCMD	Defense Contract Management District
DLA	Defense Logistics Agency
DMS	Defense Message System
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DMS	Defense Message System
DPRO	Defense Plant Representative Office
DSN	Defense Switched Network
EF	Electronic Form
EOD	Explosive Ordnance Disposal
ES	Equipment Specialist
FAR	Federal Acquisition Regulations
FMM	Flight Manual Manager
FMP	Flight Manuals Program (AFI 11-215)
FMS	Foreign Military Sales
FRD	Formerly Restricted Data
FTP	File Transfer Protocol
ID	Initial Distribution
IOS	Interim Operational Supplement
ISS	Interim Safety Supplement
ITCTO	Interim Time Compliance TO
ITIES	Interservice Technical Information Exchange System
ITO	Interim Technical Order
ITPS	Identifying Technical Publication Sheet
JCALS	Joint Computer-aided Acquisition and Logistics Support
JG	Job Guide
JNWPS	Joint Nuclear Weapons Publication System
JTMS	Joint Technical Manual System (JCALS)
LATO	List of Applicable Technical Orders
LEP	List of Effective Pages
LID	Like Item Distribution
LOAP	List of Applicable Publications
MAJCOM	Major Command
MDS	Mission/Design/Series
MIL-STD	Military Standard
ML	Mail List

MRL	Master Requirements List
NAVAIR	Naval Air Systems Command
NAVEODTECHDIV	Naval EOD Technology Division
NSN	National Stock Number
O&M	Operation(s) and Maintenance
OPR	Office of Primary Responsibility
OS	Operational Supplement
PACAF	Pacific Air Force
PC	Product Center (AFMC): AAC - Air Armament Center; ASC - Aerospace Systems Center; ESC - Electronic Systems Center; SMC - Space and Missile Center
PCO	Procuring Contracting Officer
POC	Point of Contact
PTO	Preliminary Technical Order
RD	Restricted Data
RFP	Request for Proposal
SAO	Security Assistance Organization
SAP	Security Assistance Program
SAR	Special Access Required
SM	Single Manager (AFMC)
SPTODOC	Special Purpose TODO Code
SS	Safety Supplement
TCM	Technical Content Manager
TCTO	Time Compliance TO
TD	Training Detachment
TDY	Temporary Duty
TM	Technical Manual
TO	Technical Order
TODA	TO Distribution Account
TODO	TO Distribution Office
TOPR	TO Publication Request
TOPS	TO Page Supplement
TORSN	Technical Order Request Status Notification
USAFE	US Air Forces in Europe
WP	Work Package
WWW	World Wide Web (Internet)

GLOSSARY

A

Alphanumeric (A/N).-- Term to define a data field or area consisting of letters and numbers.

Annual Checks.-- See paragraph 3-14.3.

Approving Agency.-- An office responsible for monitoring and approving government or contractor requests for TOs and assignment/change/cancellation of NW TODO codes for NW (Category 11N) TOs or NW EOD (Category 60N) TOs.

B

Baseline TO File.-- The official, published file for a digital TO. It consists of the basic TO file merged (posted) with any published change files.

C

Canceled.-- Removal of a TO number from a TO index because the TO will not be published.

Canceled Requirement.-- Total cancellation of an established ID requirement.

Category.-- A family group of TOs such as Aircraft, Engine, or Test Equipment. See TO 00-5-18 for a list of categories.

Changed Requirement.-- Increase or decrease to an established quantity.

Classification or Proposed Classification.-- One or two alpha characters listed in the TO index to denote the proposed classification of an unpublished TO or the actual classification of a published TO.

Country Validation Agency.-- An office responsible for monitoring and validating foreign government requests for NW TOs. For European countries, OL-EL/ELO will act as the Country Validation Agency; all other foreign government requirements will be validated by the assigned Military Assistance Advisory Group (MAAG), Office of Defense Cooperation (ODC), US Defense Attache Office (USDAO) or similar activity.

D

Deleted.-- Applicable to a TCTO series, removal of an item that is no longer required; requirements records may be destroyed.

E

Errata Sheets.-- Cover sheets used to transmit TO pages either inadvertently omitted from or mis-printed in distributed TO increments. The pages being sent out via errata sheet must NOT include any TO changes, no matter how minor. The errata sheets will list the pages included and the actions to be taken to post them to the affected TO.

I

Initial Distribution (ID).-- Defined as a requirement established by a TODO for a TO or a TCTO, to provide follow-on support (revisions, changes, and supplements) for established users. ID requirements may be established for unpublished TOs and they will be distributed when published. ID is considered to be completed when the printed TO is placed into the postal service or other carrier. The ID requirement is retained in the G022 system records until changed or deleted.

GLOSSARY - Continued

J

Joint Nuclear Weapons Publications System (JNWPS).-- TOs and TMs used to support nuclear weapons and nuclear-related support systems, indexed in TOs 0-1-11N and 0-1-11N-C.

L

Library Custodian.-- Anyone who maintains TOs in a fixed or non-fixed library to include a TODO, TODA, or TO sub-account.

Like Item Distribution (LID).-- Distribution using a label deck based on ID for the parent or other similarly-used TO for the same weapon system or equipment and classification.

List of Effective Pages (LEP) Checks.-- See paragraph 3-11.5.

M

Master Requirements Listing (MRL).-- A list of all NW TO requirements for a specific TODO.

N

New Requirement.-- An ID quantity submitted to OC-ALC/TILUB when no requirement is currently established in OC-ALC records for the TODO submitting the requirement (chapter 4).

Nuclear Weapons (NW) TOs.-- TOs, technical manuals (TMs) and related publications for support of the nuclear weapons program.

NW Videotapes.-- Training or informational videotapes developed to supplement or provide further instruction on new or difficult procedures in JNWPS manuals.

NW TODO Code.-- Assigned by SA-ALC/NWTD to identify an NW-TODO, an NW-EOD-TODO, or an NW-FMS-TODO.

NW-TODO.-- An activity authorized to submit requirements for and to receive Category 11N TOs.

NW-EOD-TODO.-- An activity authorized to submit requirements for and to receive Category 60N EOD TOs.

NW-FMS-TODO.-- A USAF or other US government activity authorized to submit foreign government requirements for NW TOs. This activity is authorized to receive unclassified NW TOs and forward them to the foreign government.

R

Reclassified.-- Change of a TO security classification or proposed classification.

Release Approving Agency for Foreign Accounts.-- The office authorized to approve release of NW data to foreign governments. The release approving agency for classified TOs is SAF/IADV, 1010 AF Pentagon, Washington DC 20330-1010 (acting for the Joint Atomic Information Exchange Group). For unclassified NW TOs, SA-ALC/NWTD will act as the release approving agency after coordination with SAF/IADV.

Renumbered.-- Change of a TO number or TCTO series number.

Replaced.-- Supersedure of one TO by one or more others.

Requisition Distribution.-- A method of obtaining published TOs.

Rescinded for AF and SAP.-- Code used when TOs are no longer authorized for use.

GLOSSARY - Continued

R (Cont)

<u>Rescinded for AF, Retained for Security Assistance.</u>-- Code used when TOs rescinded for USAF use are used to support a SAP (TO 00-5-19).

<u>Routine Check.</u>-- See paragraph 3-15.2.

S

<u>Supplemental Distribution.</u>-- Supplemental Distribution action is used to fulfill organizational requirements when only partial initial distribution was made due to insufficient stock.

<u>Single Manager (SM).</u>-- The individual responsible for management of all aspects of a system, product group or materiel group.

T

<u>Technical Manual (TM) Account Code.</u>-- Code automatically assigned to TODO accounts by the JCALS system.

<u>Technical Order Distribution Account (TODA).</u>-- An authorized technical order distribution activity serviced by the TODO and assigned as a subaccount of the TODO.

<u>TO Distribution Office (TODO).</u>-- An activity assigned a TO distribution code number. A Base TODO (BTODO) performs the same functions as a TODO and other functions specified in chapter 1.

<u>TO Distribution Office Code.</u>-- A number assigned to identify a TODO.

<u>TO Library.</u>-- One or more TOs constituting an authorized library (chapter 3).

<u>TO Indexes (Chapter 2).</u>-- Listings providing current status of TOs currently active in the TO system. Indexes are used for management of TO libraries, developing requirements and preparing orders.

U

<u>User Organization.</u>-- An organization having a need for TOs.